Virginia
Standards of Learning Assessments

Test Implementation Manual

**Summer 2007
English: *Writing*
Test**

**Manual for the
Division Director of Testing
and School Test Coordinators**

End-of-Course

Summer 2007 SOL *English: Writing* Test Administration Schedule

Important Dates

❏	April 16 – May 4	DDOTs should enter participation counts via PEMSolutions at www.pearsonaccess.com
❏	June 25 – August 10	DDOTs may place additional orders needed for test materials via PEMSolutions
❏	By June 25	Division submits Student Data Upload file via PEMSolutions
❏	Weekly (Beginning the week of June 25 through July 16)	Approximate delivery dates of Pre-ID Labels to school divisions (only labels for rejected files, records with errors or records missing a test code will not be delivered until resolved)
❏	Until August 10	DDOTs may order items to <u>return</u> test materials via PEMSolutions

Statewide *English: Writing* Schedule

❏	July 16 or17	Administer the multiple-choice component (**main form**)
❏	July 16 or 17	Administer the multiple-choice component (**alternate form** for Term Graduate/Second-Opportunity testing for eligible students)
❏	July 18	Administer the direct-writing component (**main prompt only**)
❏	July 19	Administer the direct-writing component (**alternate prompt** for Term Graduate/Second-Opportunity testing for eligible students)
		NOTE: Make-up testing for students in EOC *English: Writing* may be administered on a later date. However, all make-up sessions must be completed in time to ship scorable materials to PEM by July 27, 2007.
❏	July 27	Ship **EOC** answer documents to the Scoring Center, Iowa City, IA
❏	August 10	Ship secure test materials to the Scoring Center, Iowa City, IA

NEW FOR SUMMER 2007

Carefully review this *Test Implementation Manual* and the *Examiner's Manual* prior to the administration of the Summer 2007 SOL *English: Writing Assessment*.

- Students testing during the summer administration may originate from schools outside your division. This may be due to attendance at regional summer schools, summer jobs away from home, or enrollment in a summer school class in an adjacent school division. Additional instructions for registering students from outside your division for testing will be provided to you in a separate document that will be sent to you via e-mail and posted on PEMSolutions.

Term Graduates

- Students pursuing a standard or Advanced Studies Diploma who are scheduled to graduate by August 31, 2008, are considered to be Term Graduates.

- For summer 2007, all students including Term Graduates will take the same multiple-choice test forms and prompts. Students must take both the multiple-choice and the direct-writing components to receive a valid score.

- Term Graduates may have two opportunities to take the test during the Summer 2007 SOL *English: Writing* Administration.

Testing Materials

- The division's **non-secure overage** materials will include approximately 15% of the schools' initial order of the total quantity shipped.

- The division's **secure overage** materials for *main* multiple-choice test forms/prompts will include approximately 15% of the schools' initial order of the total quantity shipped. The overage quantities of the *alternate* multiple-choice forms/prompts will equal approximately 12% of the schools' initial order of the total quantity shipped.

- Schools' cartons will contain the exact quantity of Special Test Forms/Prompts Kits (Braille and large-print kits with or without audiotapes, and regular audiotapes) ordered for eligible students. No overage is provided for special forms materials.

Delivery of Testing Materials

- Both non-secure and secure testing materials will be packaged by the school for which they were ordered in PEMSolutions and will be shipped directly to the division for distribution to summer testing sites.

Summer Header Sheets

- For the summer administrations, *Header Sheets* to be used with answer documents for students within the division will have the division's name and code pre-printed and pre-coded. The school's name and code will be blank. This will allow the testing school to complete the school's name and code for students within your division.

- *Header Sheets* to be used with answer documents for students outside of the division are blank. The division's name and code **and** the school's name and code must be completed as directed by the DDOT.

- Answer documents for students testing from schools outside your division should be bundled separately with their own Header Sheet.

New For Summer 2007, continued

Return of Out-of-Division Answer Documents

- Students testing in the summer may originate from schools outside of the division. To allow for scores to be reported to the student's "home school," the answer documents should be bundled separately with their own header sheet. See section 6.3.2.

Scheduling Pick-up of Test Materials

- Pearson Educational Measurement now provides Virginia's schools the FedEx Premier Customer Services for the Express and Ground shipments, which simplifies the pick-up of test materials for DDOTs. See section 7.6.

IMPORTANT REMINDERS FOR SUMMER 2007

Carefully review this *Test Implementation Manual* and the *Examiner's Manual* prior to the administration of the Summer 2007 SOL *English: Writing* Assessment.

- The web-based PEMSolutions will serve as the interface between local Division Directors of Testing (DDOTs) and PEM for many aspects of the Virginia Assessment Program. Using this system, DDOTs will be able to order materials for paper/pencil testing, register students for paper/pencil testing, access data files and score reports, and make record changes or resolve alerts as needed. The use of PEMSolutions by School Test Coordinators (STCs) will vary by school division and will depend on the role(s) assigned to STCs by the DDOT. STCs should direct questions about their use of PEMSolutions to their DDOT.

- The *Virginia Standards of Learning Assessments User's Guide* is located on the Resource page within PEMSolutions and contains step-by-step instructions on how to use the PEMSolutions system. You may also refer to the PEMSolutions *Training Workbook* for training tutorials of the PEMSolutions system.

- Before the students are eligible to take a test, they must be registered for the test through a Student Data Upload File submitted via PEMSolutions or by manually registering students for an administration and assigning them to a test within PEMSolutions.

Delivery of Testing Materials

- The division overage secure materials will be shipped in **white** boxes. Green shipping labels will be located on the top of each box and four sides with "Division Overage" printed on all labels. The cartons in the overage shipment will be numbered sequentially "1 of 4." "2," "3," "4 of 4," and so on. The *Division Overage Packing List* and the *Division Receipt Verification Form* are located in Box #1.

- The *Pallet Detail* will be located in Box #1 of the division overage secure materials. This list will indicate the pallet where a particular school's boxes are located, the box range (i.e., boxes 3 through 6), and the number of boxes for a school (i.e., 4 boxes).

Delivery of Testing Materials for "Quad 8888" Schools

- All **non-secure** materials ordered for "special situation schools" (school code = 8888) will be packaged together and delivered to the division's address. These boxes will be delivered separately, but at the same time as the division's non-secure overage materials.

  The cartons in this shipment will be numbered sequentially: "1 of 4," "2," "3," "4 of 4," and so on. Blue shipping labels will be located on the top of each box and four sides with "8888 Non-Secure Materials Special Situation" printed on the labels.

- Division specific pre-printed Header Sheets (including Quad 8888 Headers) will be delivered with the division's non-secure overage materials.

- All **secure** materials ordered for "special situation schools" will be packaged together and delivered to the division's address. These boxes will be delivered separately, but at the same time as the division overage for all secure materials.

- The cartons in this shipment will be numbered sequentially: "1 of 4," "2," "3," "4 of 4," and so on, but may not begin with Box #1. Green shipping labels will be located on the top of each box and four sides with "8888 Secure Materials Special Situation" printed on the labels.

Important Reminders for Summer 2007, continued

Pre-ID Labels

- Pre-ID labels will be provided for any student registered for a Summer *English: Writing* paper/pencil test within PEMSolutions. PEM will provide a unique label to apply to each student's SOL answer document.

- Pre-ID labels will be delivered weekly, beginning the week of June 25, 2007.

- All schools' Pre-ID labels will be packaged in a single envelope or box that has been labeled with the school's name and code. These packages will be consolidated into larger boxes. PEM will provide a *Shipment Package Locator* that will direct the DDOT to which larger box a school's envelope or box is located.

- Pre-ID labels should be affixed to the student answer document as directed by the DDOT. Pre-ID labels with students' data are considered to be secure and should be handled the same as other secure materials, before, during and after testing.

Answer Document

- Make certain that the only answer documents distributed to students indicate 2006-2007, (located top center) and they have the correct test name (top right corner) for the appropriate test administration (Appendix C).

- In Section 1, Field A, student identifying information should be completed for all students regardless of whether Pre-ID labels are used. This information may be completed by the student or an adult.

- In Section 1, if answer documents are submitted WITH Pre-ID labels, information in Fields B through E should not be completed because it will NOT be read by the scanner. However, if the answer documents are submitted WITHOUT a Pre-ID label, Fields B through E *must* be completed.

  NOTE: Field E, State Testing Identifier, must be completed before testing by an adult and as directed by the DDOT.

- If applicable, Field H, Testing Status, and Field I, Special Test Accommodations must be completed after testing by the Examiner or another designated adult and as directed by the DDOT.

Blank Braille Paper

- Two sheets of blank Braille paper are provided in the Braille Test Booklet/Prompt Kits for use by the student during the test administration. Use of these materials is optional and the student's responses must be transcribed onto a regular answer document.

Assembly Identification (ID) Sheet

- Each package's *Assembly ID Sheet* for *Regular Multiple-Choice Test Forms/Prompts,* at the top of the sheet, will show a barcode with a unique number, level, name of subject area test, test form number, and quantity of test booklets contained in the package;

- Each package's *Assembly ID Sheet* for *Special Test Forms/Prompts Kits*, at the top of the sheet, will show a barcode with a unique number, level, name of subject area test and type of test (main or alternate);

- At the bottom of the *Assembly ID Sheet*, package assembly information is listed for tracking secure materials electronically by Pearson Educational Measurement.

Header Sheet

- The *Header Sheet* is a scannable document that is computer-generated. Photocopies are not acceptable for Scoring Center use.

- After testing, the *Header Sheet* is used to organize any group of answer documents for return to PEM and is to be completed as directed by the DDOT.

- Each *Header Sheet* must be complete and accurate. The number of answer documents listed **must** match the number of answer documents submitted in the bundle. The Examiner's Manuals carry all instructions.

- The process involves verifying all pre-printed and pre-coded data and filling in other pertinent data into proper fields on the *Header Sheet*. Only the name and phone number of an STC or DDOT (or designee)

Important Reminders for Summer 2007, continued

Header Sheet, **continued**

- should be provided as the Header Verification Contact. If there is a discrepancy of any kind upon receipt of answer documents at PEM, the Scoring Center staff will call the person identified on the *Header Sheet*. This should be someone who can respond to PEM's questions. Therefore, the DDOT should designate the Header Verification Contact.

Paper Bands

- *Paper Bands* are packaged in 10's and 5's. The division overage shipment will contain 10 paper bands per active school. The school boxes will contain one paper band per every 15 students based on participation counts.

- After testing, *Paper Bands* are used to bundle the *Header Sheet* and answer documents for return to PEM. The information requested on the paper band is optional. Score reports will not be delayed if any information on a paper band is omitted.

New Boxes for Return of Scorable Materials

- A supply of additional (**new**) boxes will be provided in both shipments of division overage non-secure materials and schools' non-secure materials. These new boxes should be used to return scorable answer documents to PEM.

- The school secure materials will be shipped in **brown** boxes to the division's address. Green shipping labels will be located on the top of each box and four sides. The *School Packing List/Transmittal Form* will be located in the box labeled, "Packing List Enclosed." The cartons in the schools' shipment will be numbered sequentially "1 of 4," "2," "3," "4 of 4," and so on, but may not begin with Box #1.

Additional Orders of Materials

- Additional materials may be ordered via PEMSolutions through August 10, 2007.

- All additional orders will be packaged "bulk" and delivered to the division's bulk address.

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DDOT TESTING CHECKLIST

	**Activities Before Test Administration**	
❏	**1.**	Carefully read this *Test Implementation Manual*, as well as any directions from the Virginia Department of Education. Review the *DDOT Testing Planner* (Table 1) for all critical dates.
❏	**2.**	Train all School Test Coordinators (STCs).
❏	**3.**	Assist STCs in identifying students who will be tested.
❏	**4.**	Register students for testing via a Student Data Upload File or by hand-entering their information in PEMSolutions.
❏	**5.**	Receive and distribute schools' non-secure materials to STCs.
❏	**6.**	Return the completed *School Division Test Security Agreement* to PEM by July 13, 2007.
❏	**7.**	Receive schools' orders of Pre-ID labels and distribute to STCs.
❏	**8.**	Make sure that STCs and Examiners understand which test accommodations are and are not available for students with disabilities and LEP students.
❏	**9.**	Distribute secure SOL test booklets/writing prompts to each STC **no more than 96 hours** (four school days) prior to the established statewide testing dates.
	**Activities During Test Administration**	
❏	**1.**	Be available during your schools' testing sessions to answer questions and resolve problems.
❏	**2.**	Assist STCs in identifying and resolving testing irregularities.
❏	**3.**	Ensure that STCs are prepared and have sufficient material to administer the appropriate multiple-choice forms and prompts. Be prepared to supply additional alternate writing prompts to STCs if necessary (Sections 5.5 and 5.6).
❏	**4.**	Determine students who are eligible for make-up tests.
	**Activities After Test Administration**	
❏	**1.**	After all testing sessions have been completed, verify receipt of all test materials from all STCs.
❏	**2.**	Receive and verify all scorable answer documents.
❏	**3.**	Pack and ship all scorable EOC answer documents to PEM no later than July 27, 2007.
❏	**4.**	Receive, pack, and ship all secure, non-scorable test booklets and writing prompts, including all Special Test Forms/Prompts Kits to PEM no later than August 10, 2007.
❏	**5.**	Verify receipt of all required SOL forms/documentation from all STCs.
❏	**6.**	Return a signed *School Division Affidavit* (Appendix A) to the Virginia Department of Education no later than August 17, 2007.
❏	**7.**	Review final disposition of all test materials: scorable answer documents, secure test booklets and writing prompts, forms and documentation, and other non-scorable materials.

STC TESTING CHECKLIST

Activities Before Test Administration		
❏	**1.**	Carefully read this *Test Implementation Manual* as well as any local directions you have been given. Resolve any questions you might have with your DDOT.
❏	**2.**	Train Examiners and Proctors.
❏	**3.**	Assist teachers and Examiners in identifying students who will be tested.
❏	**4.**	Make certain that suitable testing sites are available.
❏	**5.**	Schedule all test sessions in your school.
❏	**6.**	Select Examiners, determine the size of each testing group, and determine whether use of Proctors will be necessary.
❏	**7.**	Collect a signed *School Division Personnel Test Security Agreement (Including Examiners/Proctors)* from each Examiner and Proctor.
❏	**8.**	Receive non-secure materials from your DDOT no later than June 22, 2007.
❏	**9.**	Receive the school's Pre-ID labels from the DDOT.
❏	**10.**	Review the use of Pre-ID labels and completion of fields not included on Pre-ID labels.
❏	**11.**	Make sure that teachers and Examiners understand which test accommodations are and are not available for student with disabilities and LEP students.
❏	**12.**	Make sure that teachers and Examiners understand how to complete answer documents for students who do not take the SOL *English: Writing* test (Section 4.15).
❏	**13.**	Receive secure materials from your DDOT.
Activities During Test Administration		
❏	**1.**	Before each testing session, ensure that all Examiners have appropriate materials for testing. Refer to the applicable *Examiner's Manual* for this information.
❏	**2.**	On each day of testing, check out secure test materials to Examiners, and collect all materials at the end of each testing session.
❏	**3.**	Monitor all testing sessions.
❏	**4.**	Assist Examiners in identifying and resolving testing irregularities.
❏	**5.**	Verify students who are eligible for make-up tests.

STC TESTING CHECKLIST, continued

		Activities After Test Administration
❏	**1.**	Ensure that make-up test sessions are properly administered.
❏	**2.**	Verify scorable materials received from Examiners.
❏	**3.**	After all testing sessions have been completed, verify receipt of all test materials from all Examiners.
❏	**4.**	Assemble and deliver all scorable test materials to your DDOT.
❏	**5.**	Assemble and deliver all non-scorable test materials to your DDOT.
❏	**6.**	Dispose of all other test materials according to local directions.
❏	**7.**	Prepare and transmit SOL affidavits and test security agreements as directed by the DDOT.

Table 1. DDOT Testing Planner

NOTE: The DDOT Testing Planner may be used to note locally determined "due dates" for the STC and Examiners.

	Activity	DDOT	STC (Determined Locally)	Examiner (Determined Locally)
❑	Register students for testing via a Student Data Upload File	Prior to student testing		
❑	Receive division's overage non-secure test materials from PEM (Section 4.14.1)	June 18-22	N/A	
❑	Receive schools' non-secure test materials from PEM and inventory (Section 4.14.2).	June 18-22		
❑	Receive and inventory schools' cartons and division overage of secure writing test materials and schools' cartons of Special Test Forms and prompts (Braille and large-print test kits with or without audiotapes and audiotapes with regular print test booklets), if ordered.	June 25-29	N/A	
❑	Distribute Pre-ID labels to STCs	Weekly (beginning the week of June 25 through July 16)		
❑	Complete the division's inventory of all secure writing test materials	NO LATER THAN July 3		
❑	Return the completed *School Division Test Security Agreement* to PEM by fax to 1-319-358-4298 (Appendix A.)	NO LATER THAN July 13		
❑	Oversee the division's administration of the SOL tests. • Statewide administration of the <u>multiple-choice</u> component. • Statewide administration of the <u>direct-writing</u> component	July 16 or 17 July 18		
❑	Ship **scorable EOC answer documents** to **PEM in Iowa City, Iowa**.	by July 27		
❑	Ship **non-scorable secure materials** to **PEM in Iowa City, Iowa**, including all regular test booklets, all Braille and large-print test booklets and prompts, Examiner's copies, and all audiotapes.	by August 10		
❑	Forward the *School Division Affidavit* to the Virginia Department of Education.	August 17		

* Students who are absent on test dates should be provided with an opportunity during the make-up period to take the test(s) they missed. You will be responsible for ensuring that all schools arrange sufficient and appropriate make-up administrations and that all scorable documents are returned to you in time for shipment to PEM no later than July 27, 2007.

Table 2. STC Testing Planner

NOTE: The STC Testing Planner may be used to note locally determined "due dates" for the STC and Examiners.

	Activity	STC (Determined Locally)	Examiner (Determined Locally)
❏	Receive non-secure test materials from your DDOT.	June 18-22	
❏	Receive from the DDOT, schools' cartons of secure test materials and school's Special Test Forms and prompts (Braille and large-print test kits with or without audiotapes and audiotapes with regular print test booklets), if ordered.	Within 96 hours of test date	
❏	Complete your inventory of all secure test materials; contact the DDOT if more materials are needed.	NO LATER THAN 2 days after receipt	
❏	Receive Pre-ID labels from the DDOT and prepare the students' answer documents as directed by the DDOT.	Weekly (beginning the week of Jun 25 through Jul 16)	
❏	Oversee your school's administration of the SOL tests • Statewide administration of the <u>multiple-choice</u> component. • Statewide administration of the <u>direct-writing</u> component	July 16 or17 July 18	
❏	Verify, bundle and pack **scorable answer documents in "new" boxes from PEM; return to the DDOT as directed**.		
❏	Verify and pack **non-scorable secure materials**, including all regular test booklets and prompts, all Braille and large-print test booklets and prompts, Examiner copies, and all audiotapes; return to the DDOT as directed.		
❏	Forward the *School Affidavit* to the DDOT as directed.		

* Students who are absent on test dates should be provided with an opportunity during the make-up period to take the test(s) they missed. You will be responsible for ensuring that all schools arrange sufficient and appropriate make-up administrations and that all scorable documents are returned to you in time for shipment to PEM no later than July 27, 2007.

1. USE OF THIS MANUAL FOR THE SUMMER 2007 ADMINISTRATION

The *Test Implementation Manual* describes procedures that the Division Director of Testing (DDOT) and School Test Coordinator (STC) should follow before, during, and after administration of the Summer 2007 Standards of Learning (SOL) *English: Writing* tests to students completing high school English courses that have covered the grades 9, 10, and 11 SOL. Students who need to retake the End-of-Course (EOC) *English: Writing* test for verified credit may also take the test during the summer administration.

This manual includes the following information:

- test administration schedule
- school division responsibilities for SOL testing
- DDOT/STC responsibilities before, during, and after each testing session
- steps for organization and return of test materials after testing is completed

You must become familiar not only with this manual but also with the *Examiner's Manual*. The *Examiner's Manual* includes specific directions for administering the multiple-choice and direct-writing components of the EOC *English: Writing* test. Instructions for the administration of Special Test Forms are also contained in the Examiner's Manual. Take particular care to read all testing materials and to provide in-depth training to school division personnel who are responsible for the administration of the SOL *English: Writing* test.

Additionally, the *2006–2007 Virginia SOL Assessments Resource Manual* contains detailed reference information for the test administration that may be useful before, during, and after testing. This manual is available on the Virginia Department of Education's website at:

www.doe.virginia.gov/VDOE/Assessment/home.shtml

2. SUMMER 2007 SOL *ENGLISH: WRITING* TEST SCHEDULE

The Virginia Department of Education has established **statewide** testing dates for the SOL *English: Writing* test. The SOL *English: Writing* test has both multiple-choice and direct-English: Writing (response to a writing prompt) components that must be administered **statewide** on the following dates:

- July 16 or17, 2007 – multiple-choice component **(main form)**
- July 16 or17, 2007 – multiple-choice component **(alternate form/term graduate/second testing opportunity for eligible students)**
- July 18, 2007 – direct-writing component **(main prompt)**
- July 19, 2007 – direct-writing component **(alternate prompt/term graduate/second testing opportunity for eligible students)**

> **IMPORTANT**: *Testing sessions are to be scheduled on July 16 or 17, 2007. Each student must complete the multiple-choice component of the English: Writing test in one day. For example, a student may not be allowed to start the multiple-choice test on July 16 and complete it on July 17, 2007. Term Graduates eligible for second opportunity testing should complete one form of the multiple-choice test on July 16 and complete the second form of the multiple-choice test on July 17, 2007.*

Students scheduled to graduate by August 31, 2008, are considered to be Term Graduates. Term Graduates who have not passed the EOC *English: Writing* test may have two opportunities to take the test during the Summer 2007 SOL *English: Writing* Administration. Term Graduates may take the main multiple-choice form on Monday, July 16, and the alternate multiple-choice form on Tuesday, July 17. These students may take the main prompt on July 18 and the alternate prompt on July 19, 2007.

Eligible Term Graduates are not required to exercise their option for a second opportunity of the EOC *English: Writing* test. However, these students should be notified of their option and encouraged to take both tests.

Students who are absent on any or all of these dates are to be provided with an opportunity during the make-up period to take the test component(s) they missed (Section 5.5). STCs will be responsible for arranging make-up administrations for all students who require them and will monitor testing during the make-up period. STCs must schedule make up testing so that materials can be returned to the DDOT in ample time to ship to Pearson Educational Measurement scorable answer documents by July 27, 2007.

3.   SCHOOL DIVISION RESPONSIBILITIES FOR SOL TESTING

Many school division personnel are responsible for the administration of the SOL tests. These include:

- Division Director of Testing (DDOT)
- Project Managers (PM) – (for web-based functionality only)
- School Test Coordinator (STC)
- Test Examiner (Examiner)

A brief explanation of the roles and responsibilities of each of these persons follows.

Division Director of Testing

Each division has designated a DDOT. The DDOT serves as the point of contact between the school division and the Virginia Department of Education and Pearson Educational Measurement. The DDOT has division-wide responsibility for maintaining the security of test materials, implementation of SOL test procedures, and providing appropriate training for STCs. DDOTs are to take particular care in reading all test administration materials. Any questions the DDOT has regarding the SOL test administration are to be directed to the Pearson Support Center or the Division of Assessment and Reporting.

Project Manager

Each division has designated a Project Manager. The Project Manager has division-wide responsibility for the testing infrastructure needed for web-based functionality. Any questions the Project Manager has regarding the SOL web-based functionality are to be directed to the Pearson Support Center or the Division of Assessment and Reporting. Any questions regarding the SOL test administration are to be directed to the DDOT.

School Test Coordinator

Each school has designated a STC. The STC serves as the point of contact between the school and the DDOT. The STC has school-wide responsibility for maintaining the security of test materials, implementation of SOL *English: Writing* test procedures, and providing appropriate training for Examiners and Proctors. STCs are to take particular care in reading all test administration materials. Any questions the STC has regarding the SOL *English: Writing* test administration are to be directed to the DDOT.

Test Examiner

The Test Examiner (Examiner) is responsible for administering the SOL *English: Writing* test according to the procedures outlined in the *Examiner's Manual* and for maintaining the security of test materials. Any questions the Examiners have regarding the SOL *English: Writing* test administration are to be directed to the STC.

4. SPECIFIC DUTIES OF THE DDOT/STC: BEFORE TESTING

Before testing, review the *Test Implementation Manual*, and the *EOC Examiner's Manual* so that you are familiar with the responsibilities of all testing personnel.

4.1 Train School Test Coordinators

DDOT ☑ Provide appropriate training to the division's STCs based on information in the manuals and in other pertinent sources.

☑ Address the training topics listed below.

TRAINING TOPICS FOR SCHOOL TEST COORDINATORS
• Identifying responsibilities of STCs and Examiners/Proctors for the administration of multiple-choice and direct-writing components of the SOL *English: Writing* test
• Testing schedules, including those for Term Graduates who are eligible to take both the main and alternate multiple-choice forms and the main and alternate prompts, make-up sessions, and return of all test materials to the DDOT in accordance with deadlines
• Reviewing security requirements, including use of the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)*
• Reviewing guidelines for participation of LEP students and students with disabilities
• Examining Pre-ID labels and completing fields on the answer document not included on Pre-ID labels
• Arranging for testing sites
• Resolving testing irregularities
• Handling emergencies
• During testing, moving students and testing materials to an alternate location
• After testing, adding test-specific data in PEMSolutions
• After testing, preparing the *Header Sheets* and answer documents for students within and outside the Division
• After testing, organizing, packing, and returning scorable and non-scorable materials to the DDOT in accordance with deadlines
• Retaining and disposing test materials according to division guidelines
• Training of Examiners and Proctors

STC ☑ Attend the training that the DDOT will provide in regards to the school division's administration of SOL *English: Writing* test.

4.2   Train Examiners/Proctors

STC   ☑   Provide training to the school's Examiners and Proctors based on information in the testing manuals, local directions received from your DDOT, and other pertinent sources.

☑   Address training topics listed in the following chart.

TRAINING TOPICS FOR EXAMINERS/PROCTORS
• Identifying responsibilities of Examiners and Proctors
• Reviewing security requirements, including use of the *School Division Personnel Test Security Agreement (Including Examiner's/Proctor's)* and the Virginia General Assembly Legislation on test security
• Testing schedule
• Providing eligible Term Graduate students two opportunities to take both components (multiple-choice and direct-writing) of the *EOC English: Writing* test
• Preparing students for testing
• Preparing the testing site appropriately
• Verifying and documenting the number of test booklets before distributing to students
• Providing accommodations for eligible students
• Using ancillary test materials
• Applying Pre-ID labels
• If applicable, coding of identifying information on student answer documents, including special codes
• Coding of Field F, Form Number, on the answer document's demographic section
• Administering SOL testing under standardized conditions using the *Examiner's Manual*
• Using classroom Proctors and/or Interpreters (if necessary)
• Monitoring students during testing
• Identifying and reporting testing irregularities
• Handling emergencies
• During testing, moving students and testing materials to an alternate location
• Reviewing procedures for students not tested
• After testing, completing and returning all *Assembly ID Sheets* with test booklets and writing prompts
• Completing the *Header Sheets*
• Bundling and returning materials after testing

IMPORTANT: *Examiners may review the Examiner's Manual before the day of testing. In the distribution of manuals, include itinerant vision teachers or homebound teachers who will be administering English: Writing test to students who are in your school or who are homebound.*

STC   ☑   If used, it may be necessary to collect the *Examiner's Manuals* after training and then redistribute them on the day of testing to ensure that all Examiners have a copy for test administration.

4.3   Identify Students to Be Tested

The Summer 2007 Administration of the SOL *English: Writing* test is designed to accommodate the following groups of students:

1. Students who will complete high school English classes that cover grades 9-11 English SOL in the summer semester.

2. Students who have failed the EOC *English: Writing* test and need it for verified credit. These students do not need to be enrolled in a summer EOC *English: Writing* class to take the test. Their participation in the test administration is optional.

3. Students eligible to graduate by August 31, 2008, are considered to be Term Graduates. If these students have not passed the EOC *English: Writing* test, they may have two opportunities in the summer administration to earn the required verified credit.

4. Students who have already left school and are returning to take the SOL EOC *English: Writing* test to earn verified credit.

It is expected that students enrolled in credit bearing high school English classes that have covered the grades 9–11 English SOL will take the EOC *English: Writing* test. This expectation includes students with disabilities and/or limited English proficient (LEP) students. Determination as to how students with disabilities and LEP students will participate in the SOL Writing tests should be made in accordance with the following guidelines:

*   *Limited English Proficient Students: Guidelines for Participation in the Standards of Learning Assessments*
*   *Procedures for Participation of Students with Disabilities in Virginia's Accountability System*

Both of these reference documents are in the 2006–2007 SOL Assessments Resource Manual, located at

www.doe.virginia.gov/VDOE/Assessment/home.shtml

DDOT ☑   Review these documents carefully and provide STCs with information about whom they should contact within the division if they have questions about applying the guidelines. If you have any questions, please contact the Division of Assessment and Reporting.

4.4   Register Students for Testing

All Students should be registered for testing as directed by the DDOT either via a Student Data Upload File or manually hand-entered within PEMSolutions.

NOTE: Specific instructions for registering students from schools outside your division will be provided in a separate document which will be e-mailed to DDOTs and posted within PEMSolutions.

DDOT ☑   For further instructions and details on how to submit a Student Data Upload File, please refer to the Student Data Upload File Requirements document located online with PEMSolutions at

www.pearsonaccess.com/va/pem-solutions.jsp

STC   ☑   Inform the DDOT if you have any new students.

4.5   Determine Where Tests Will Be Administered

STC   ☑   Make arrangements for appropriate physical conditions for testing. Testing rooms/labs should be quiet, well lighted, and well ventilated. Each student should have enough work surface for an open test booklet, an answer document, and scratch paper. Crowding should be minimized and seating arranged to discourage students from copying.

It may be helpful to provide Examiners with "TESTING IN PROGRESS: DO NOT DISTURB" signs to be placed on their doors.

☑ Students who are not in school on the established SOL *English: Writing* test date(s) must be given an opportunity to take either component of the test missed on a make-up basis. A time and location must also be arranged for each necessary make-up session.

4.6   Schedule the School's Testing Sessions

The SOL *English: Writing* tests administration takes precedence over other scheduled school activities.

STC   ☑ Schedule testing sessions to avoid interruptions by fire drills or by other school functions.

☑ Take into consideration that the SOL assessments are untimed tests. Approximately 75 minutes is expected to be a typical testing time for each writing test component. Some students will take longer; some students will finish early. Students should be afforded as much time as they need to complete the test.

> **IMPORTANT:** *Even though the SOL assessments are untimed, each component of the English: Writing test is to be completed in one school day. Additionally, students may not leave the testing site and subsequently return to finish the test unless their absence from the site is closely monitored to prevent interaction with other students and/or exposure to educational materials.*

☑ Make sure that testing sessions are scheduled so that they begin early enough to allow students reasonable amounts of time to complete the test before lunch or before the end of the school day.

☑ Prior to the first date of testing, develop a plan to accommodate situations in which "allocated" time has elapsed but students have not yet completed the test. For example, these students could be moved to an alternate location such as a library or activity room so that they can finish the test.

> **IMPORTANT:** *Plans for alternate testing sites should include appropriate test security precautions. If students must be moved to an alternate testing site to complete the test, their test booklets, answer documents, scratch paper, and any other testing materials must be collected by an Examiner or Proctor prior to the move and redistributed only after the students are settled in the new site. While in transit, students must not be allowed to discuss the test with anyone or have access to educational materials.*

☑ Administer the direct-writing component at the **same time of day to all students** in a school.

Two separate administrations of the direct-writing test at different times of the day are permissible **only** if school officials can certify to the Department of Education that there has been no contact between the students who took the direct-writing test first and the students who took the direct-writing test second. If there are questions, the DDOT may contact the Division of Assessment and Reporting.

☑ Make sure that each school provides students with advance notice of the test dates and schedule.

☑ Schedule make-up sessions so that all testing is completed in time to meet the division's requirement for the return of materials to the DDOT and for assembly and shipment of all scorable answer documents by July 27, 2007.

4.7   Select Examiners and Determine Testing Groups

STC   ☑ Determine how students will be grouped for testing (e.g., in homerooms, in regular English classes, etc.) and which staff members will serve as Examiners.

4.8   Determine the Need for Proctors and Arrange for Assistance

Testing students in large groups is **not** recommended because testing in smaller groups lessens test fear and anxiety for the student and facilitates the Examiner's ability to monitor and control the testing session. However, if it is necessary to test a large group of students, consider the addition of Proctors to the testing session.

It is best that Examiners supervise the testing of no more than 25–30 students on their own. If the group's size exceeds this, it is recommended to have one Proctor present for every 25–30 **additional** students. Regardless of the size of the group, if there is only one adult supervising the testing session, arrange with the STC to have another adult within calling distance so that an emergency, such as a student becoming ill, may be handled with minimum disruption.

STC   ☑ In selecting Proctors, be aware that each must also sign the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)* noted in Section 4.11. The use of non-school personnel as Proctors should be approached with caution. Proctors should receive the same training as Examiners.

☑ If Proctors are not used, arrange to have another adult within calling distance of each testing session so that an emergency situation, such as a student becoming ill, may be handled with a minimum of disruption.

4.9   Review Procedures for Ensuring Test Security

☑ Each school division must ensure the security and accountability of all test materials from the time of receipt until all testing is completed. Secure test materials will be shipped and addressed to the DDOT, who has primary responsibility for their security. Refer to information included in all of the SOL testing manuals for procedures pertinent to security of the test environment, student electronic data files, student Pre-ID labels, and the receipt, inventory, distribution, storage and return of test materials. Security procedures must be followed to ensure complete test security.

WITHOUT EXCEPTION, copies of secure test booklets and writing prompts (including Braille and large-print test booklets, Examiner copies, and audiotapes), students' Pre-ID labels, and used answer documents **must** be kept in secure, locked storage at all times when they are not in use in an actual testing session.

4.10   Collect Completed School Division Personnel Test Security Agreements
(Including Examiners and Proctors)

All persons in the school(s) who will have access to the SOL *English: Writing* test booklets or writing prompts must read the *Test Security Guidelines* and the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)* before they are given the test booklets or prompts. **Note the Virginia General Assembly legislation regarding test security**. This security agreement requires that persons involved in test administration exercise the necessary precautions to ensure the security of content and all test materials.

Test Security Guidelines and the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)* are in Appendix A. These forms are included in each *Examiner's Manual* and the *2006–2007 SOL Assessments Resource Manual,* located at:

www.doe.virginia.gov/VDOE/Assessment/home.shtml

Persons who have not signed the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)* **may not be allowed access to the SOL writing test booklets or writing prompts.**

STC   ☑ Make as many copies as necessary of the security agreement forms. Do not use file photocopies from previous administrations.

☑ If applicable, ensure that all Examiners, Proctors, Interpreters, and school staff involved in transcriptions read and sign the *School Division Personnel Test Security Agreement (Including Examiners/Proctors).*

☑   Forward the signed agreements to your DDOT as directed in Section 6.8.
Prepare and Transmit SOL Affidavits and Forms.

DDOT ☑   Both the DDOT and the division's Superintendent must complete and sign the *Division Test Security Agreement* and fax to PEM no later than July 13, 2007. The agreement which may be photocopied is in Appendix A.

4.11   Provide Special Accommodations During Testing

When taking the SOL tests, special accommodations are allowed if specified in students' IEPs, 504 management plans, or *LEP SOL Participation Plans*. Those involved with administering the SOL English: Writing test should be familiar with the procedures that must be followed when providing accommodations to students. These are described in the *Examiner's Manual* and the *2006-2007 SOL Assessment Resource Manual*, *Procedures for the Participation of Students with Disabilities in Virginia's Accountability System* is available on the Virginia Department of Education's Web site located at

http://www.doe.virginia.gov/VDOE/Assessment/home.shtml

4.11.1   Arrange for the provision of testing accommodations (if applicable)

Interpreters

For some accommodations, interpreters may be required during the testing session. Interpreters are required when students' IEPs or 504 management plans specify that the student needs to have test items or directions interpreted by signing or transliteration in order to participate. Interpreters must also sign the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)*.

Proctors

Proctors should receive the same training as Examiners and must also sign the *School Division Personnel Test Security Agreement (Including Examiners/Proctors)* as noted in Section 4.2. The use of non-school personnel as Proctors should be approached with caution. Test administration, which includes the interpretation (e.g., signing, transliteration) of test items, must be proctored.

Proctors also may transcribe or verify the transcription of student responses to the regular answer document after testing. Other adults in the school can also transcribe responses or verify responses without formal training as a Proctor. Transcriptions must be verified by a second adult. **The student's responses may not be altered in any way.**

Audiotaping

Some accommodations require that the test administration be audiotaped. These accommodations include:

- read-aloud administration (must be recorded **or** proctored)
- Examiner/Proctor records students' answers for students who must dictate answers because they are unable to mark on the regular answer document.
- Scribe writes student's response to prompt

If you have students with such accommodations specified in their IEPs, 504 management plans, or *LEP SOL Participation Plans*, arrange for the test administration to be audiotaped.

4.12   Receive and Verify Non-Secure Test Materials

Within the shipments of non-secure test materials, the boxes will contain a Pre-Pack that includes printed *Header Sheets* and paper bands, Return Materials Kit and other ancillary materials.

4.12.1 DDOT receives and verifies the division's non-secure test materials

DDOT ☑ Receive shipments of the **division's non-secure** test materials that will be delivered June 18-22, 2007.

The division's shipment of Summer 2007 SOL *English: Writing Assessments* non-secure test materials will include the Return Materials Kit and division overages, extra copies of the *Test Implementation Manual, Examiner's Manuals*, and EOC level answer documents in case they are needed by any of the schools in the division. The cartons in this shipment will be numbered sequentially: "1 of 4," "2," "3," "4 of 4," and so on. **Blue** shipping labels will be located on the top of each box and four sides with "Division Overage" printed on all labels with the division's shipping address. The division overage materials will be shipped in **white** boxes.

PEM will ship to the division approximately a 15% overage of the initial order of non-secure test materials of the total quantity in schools' boxes. The following chart shows the non-secure materials to be received in the division's shipments.

DIVISION'S OVERAGE NON-SECURE MATERIALS
❑ DDOT cover memorandum (on blue paper located in Box #1)
❑ Division level packing list (located in Box #1 labeled "Packing List Enclosed")
❑ Copy of each school's packing list for the shipment of non-secure materials for which participation counts were entered in PEMSolutions (located in Box #1)
SCORABLE RETURN MATERIALS KIT
❑ Return Instructions Memorandum
❑ PEM **blue** address labels and FedEx and K&K Bill of Lading overnight labels for return of **EOC scorable answer documents**
DDOT PRE-PACK
❑ Division specific pre-printed *Header Sheets* (for organizing answer documents for schools within the division)
❑ Blank *Header Sheets* (for organizing answer documents for schools outside the division)
❑ Paper bands packaged in sets of 10's and 5's (for securing scorable answer documents)
NON-SECURE MATERIALS
❑ *English: Writing Test Implementation Manual* (for DDOT and STC)
❑ EOC *Examiner's English: Writing Manual*
❑ EOC English: Writing answer documents (packaged in sets of 25's or 5's)
❑ Scorable materials return boxes (additional **new** shipment boxes)

☑ Verify **no later than 7 days after receipt of materials** that the quantities of all materials received in the non-secure shipment match those listed on the division-level packing list in Box #1 of the shipment. If this shipment appears incomplete in any way, contact the Pearson Support Center.

☑ Receive schools' non-secure test materials.

☑ Inventory the school's shipment of non-secure materials by June 26, 2007.

☑ Fill requests for additional non-secure materials from STCs by using materials from the division's overage shipment.

☑ If requests for additional materials cannot be filled from the division's overage non-secure materials, order additional materials from PEM as instructed in the cover memorandum with the initial shipment.

☑ Additional orders will be packaged bulk and delivered to the division's bulk address.

☑ Retain all dual purpose cartons in which materials are shipped because they may be used to return non-scorable secure materials to PEM, Iowa City, IA.

> *IMPORTANT: All non-secure materials ordered for "special situation school(s)" (school code =8888) will be packaged together and delivered to the division's address. These boxes will be delivered separately June 18-22, 2007. The cartons in this shipment will be numbered sequentially: "1of 4," "2," "3," "4 of 4" and so on. The Blue shipping labels will be located on the top of each box and four sides with "8888 Non-Secure Materials Special Situation""printed on the labels.*

4.12.2 STC receives and verifies the school's non-secure test materials

PEM will ship non-secure testing materials to the division's address. Cartons will be packaged by school based on how the materials were ordered within PEMSolutions.

STC   ☑ Receive shipments of the **school's non-secure** test materials from your DDOT.

The school's shipment of non-secure test materials will include the Summer 2007 SOL English: Writing Assessment STC Pre-Pack (Pre-printed *Header Sheets* – used for schools within the division, blank *Header Sheets* – used for schools outside the division, and paper bands), copies of the *Test Implementation Manual*, *Examiner's Manuals* and answer documents. The cartons in this shipment will be numbered sequentially: "1 of 4," "2," "3," "4 of 4," and so on. The **blue** shipping labels will be located on the top of each box and four sides with school's name and shipping address.

These materials are scheduled to arrive 4 weeks in advance of test administration and may be used in the training of Examiners and Proctors.

Schools' boxes will contain approximately 5% overage of the total quantity of initial orders of non-secure test materials. The following chart shows the non-secure materials to be received in the school's shipments.

SCHOOL'S NON-SECURE MATERIALS
❑ STC cover memorandum (on yellow paper located in Box #1)
❑ School level packing list (located in Box #1 labeled "Packing List Enclosed")
STC PRE-PACK
❑ Division-specific pre-printed *Header Sheets* (for organizing answer documents for schools within the division)
❑ Blank *Header Sheets* (for organizing answer documents for schools outside the division)
❑ Paper bands packaged in sets of 10's (for securing scorable answer documents)
NON-SECURE MATERIALS
❑ *English: Writing Test Implementation Manual* (for DDOT and STC)

SCHOOL'S NON-SECURE MATERIALS, continued
❑   EOC *Examiner's English: Writing Manual*
❑   EOC *English: Writing* answer documents (packaged in sets of 25's or 5's)
❑   Scorable materials return boxes (additional new shipment boxes)

  ☑   Verify **no later than 2 days after receipt of materials** that the quantities of all materials received in the non-secure shipment match those listed on the school-level packing list in Box #1 of the shipment. If this shipment appears incomplete in any way, contact your DDOT.

4.13   Receive and Verify Pre-ID Labels

For any student record that is registered for a *English: Writing* test within PEMSolutions, PEM will provide a unique label to apply to each student's SOL answer document. For student records that are marked "Term Graduate" in PEMSolutions, two Pre-ID labels will automatically be generated.

The Pre-ID label will carry the following:

- Student Name (Last, First, Middle Initial)
- Date of Birth (DOB)
- Division Code – School Code
- School Name
- Grade
- Pre-ID Number (PEM use only, located below the bar code)
- State Testing Identifier (STI)
- Gender
- Ethnicity (ETH)
- Disability (DIS)
- LEP Status (LS)
- LEP Proficiency (LP)
- Administration Date and Name

4.13.1   DDOT receipt and verification of school's Pre-ID labels

  ☑   Receive initial order of the school division's Pre-ID labels beginning the week of June 25, 2007. Afterwards, additional Pre-ID labels ordered for new records added, revision to a student's test code or records corrected will be delivered weekly through the week of July 16, 2007.

Pre-ID labels will be packaged by school in an envelope or a box and shipped to the division. Each package will be labeled with the school's name and code. The school packages may be assigned to a larger box. PEM will supply a *Shipment Package Locator* that will assist in finding a school's package of Pre-ID labels within the division's shipment. Each carton of Pre-ID labels will be numbered sequentially ("1 of 4," "2," "3," "4 of 4," and so on). **Red** mailing labels will be located on the top of each box and four sides.

DIVISION PRE-ID MATERIALS
❑   DDOT Cover Memorandum (located in Box #1)
❑   Division Packing List and Shipment Package Locator (located in Box #1 labeled "Packing List Enclosed")
❑   Copy of each School's Packing List for the shipment of *English: Writing* Pre-ID labels (located in Box #1)

SCHOOLS PRE-ID MATERIALS (Packed by School)
❏   School Packing List (located in the box labeled "Packing List Enclosed")
❏   One set of Summer 2007 *English: Writing* Pre-ID labels

    ☑ **Upon receipt:**

- Check to make sure that no cartons have been broken or opened in transit
- Reference the *Shipment Package Locator* to verify all cartons have arrived for all schools who have students registered to take a *English: Writing* test

    ☑ Carefully review your copy of each school's Pre-ID labels packing list (contained in Box #1 of the division's shipment).

    ☑ If a school's shipment appears incomplete in any way, contact the Pearson Support Center.

4.13.2 DDOT distribution of English: Writing Pre-ID labels to schools

DDOT   ☑ Deliver each school's envelope or carton(s) of Pre-ID labels to the STC before testing and if applicable, through the week of July 16, 2007.

    ☑ Provide the STC directions for verifying their school's order of Pre-ID labels.

    ☑ Provide STCs the division's timeframe and procedures for preparing students' answer documents with the Pre-ID labels (Appendix C).

4.13.3 STC receipt and verification of school's Pre-ID labels

STC   ☑ Receive the school's envelope or carton(s) of Summer 2007 *English: Writing* Pre-ID labels from the DDOT.

The *English: Writing* Pre-ID labels will be sorted in the following order:

- School
- Level/Subject (i.e., EOC *English: Writing*)
- Group Name (if supplied)
- Students' Last Name

A page break will occur when either Level or Group Name change. A banner title that includes division code, school code, level and group name (if provided) will be printed on the top two labels when one of these page breaks occurs.

    ☑ Immediately upon receipt of the school's Pre-ID labels, inventory all materials against the *School Packing List/Transmittal Form* for the shipment.

    ☑ Verify that the number of envelopes conveyed on the *School Packing List/Transmittal Form* is indeed correct before signing this form.

    ☑ Follow procedures for preparing the students' answer documents with the Pre-ID label as directed by your DDOT.

    ☑ **If you discover a shortage or discrepancy in your shipment of Pre-ID labels, contact your DDOT immediately.**

    ☑ Prior to testing, keep the envelope(s) of Pre-ID labels and/or prepared answer documents with Pre-ID labels in a locked location accessible only to you and the school principal.

4.14 Determine a Method for Completing the Identification Information on the Student Answer Documents

The SOL *English: Writing* test answer document includes demographic Sections 1 and 2 that must be completed for the *Summer 2007 English: Writing Administration*. A sample of an answer document is in Appendix C and is also included in the *Examiner's Manual.*

The STC, in consultation with the DDOT, should determine the process that will be used in the school for completing the demographic sections of each student's answer document. Incorporate this method into the training of Examiners and Proctors.

4.15 Coding of Student Demographic Information

IMPORTANT: If students' answer documents are submitted WITH Pre-ID labels, information in Fields B through E should NOT be completed. Any information coded in these fields will not be read by the scanner. If students' answer documents are submitted WITHOUT a Pre-ID label, Fields B through E MUST be completed. A designated adult must complete Field E, State Testing Identifier before answer documents are submitted for scoring.

All student data uploaded into PEMSolutions using the Student Data Upload procedures may be viewed and/or edited on the appropriate screens in PEMSolutions.

Review the information below and be aware of all required student demographic information that is to be completed on the answer documents before or during testing.

4.15.1 Field A—STUDENT IDENTIFYING INFORMATION

(Complete if Pre-ID labels are used <u>or</u> not available.)

Field A should be completed with identifying information to include student name, teacher, school, school division, gender, grade, date of birth and test date. This field may be completed by the students, but to enhance accuracy, Examiners or other adults may be instructed to complete this information before testing.

Fields B, C, and D—STUDENT NAME, DATE OF BIRTH AND GENDER

(Complete if Pre-ID labels are <u>not</u> available.)

Fields B, C, and D are to be completed with identifying information to include student name, date of birth, and gender. These fields may be completed by the students, but to enhance accuracy, Examiners or other adults may be instructed to complete this information before testing.

4.15.2 Field E—STATE TESTING IDENTIFIER (STI)

(Complete if Pre-ID labels are <u>not</u> available.)

Examiners or other adults should be encouraged to complete this information prior to student testing. To ensure that the student is distributed his/her answer document, the student's name must be written in Field A, immediately after completing the STI.

All answer documents submitted for scoring must have an STI. The STI is a unique, permanent, 10-digit testing number assigned to each student by the state through the Education Information Management System (EIMS). If your division has submitted a Student Data Upload file, the 10-digit number will be printed on the Pre-ID label. To obtain the STI for students in the division, the DDOT should consult with the division's EIMS Project Manager. If necessary, the DDOT will provide STCs the students' STI to be hand-entered before bundling the answer document for scoring.

4.15.3 Field F—MC FORM and Field G—PROMPT NUMBER

Fields F and G may be completed by students, Examiners, or other adults.

FIELD F, MC Form, is to be completed with the form number of the multiple-choice test booklet that the student is administered. To assist in the identification of test forms, the complete form number printed on the test booklet indicates the following: test level (EOC), subject test code (3-digit number), followed by a dash (-), a "W" and four numbers. However, **only** the last four numbers must be entered on the answer document.

On EOC answer documents, the first column of Field F is pre-coded with a "W." The other four columns should be completed with the last four digits of the form number that is printed on the front cover of the test booklets.

FIELD G, Prompt Number, is to be completed with the prompt number that appears near the top of the student's writing prompt sheet.

Following each administration, Examiners should verify that the multiple-choice test form number written and coded in Field F and the writing prompt number written and coded in Field G match the test booklet and writing prompt that bear the student's name.

> ***IMPORTANT:*** *Correct completion of Field F, (MC Form) and Field G (Prompt Number) is essential for correct and accurate scoring.*

4.16   Receive and Verify Secure Test Materials

4.16.1 DDOT receipt and verification of schools' secure materials

DDOT ☑   Receive shipments of the **schools' secure** test materials that will be delivered approximately June 25-29, 2007.

Each school's cartons of secure test materials will be numbered sequentially ("1 of 4," "2," "3," "4 of 4," and so on) but may not begin with Box #1. **Pink** labels will be located on the top of each box and four sides. The school name will appear on the PEM label on each box. Each school's cartons will include the school's assigned main multiple-choice test booklets and main direct-writing prompts. A small supply of EOC alternate prompts for make-up testing will be included in this shipment; however, the EOC alternate forms for testing irregularities should be provided to STC upon request from the division's overage shipment of secure materials.

The following chart shows the shipment of schools' secure materials to be received at the division office.

SCHOOLS' SECURE TEST MATERIALS EOC (Packed by School)
❏ The School Packing List/Transmittal Form (located in box labeled "Packing List Enclosed")
❏ EOC multiple-choice test booklets and writing prompts **(main forms/prompts)** in packs of 10s, includes the *Assembly ID Sheet*
❏ EOC writing prompts (only a small quantity of **alternate prompts** to be used for make-up testing) in packs of 10s, includes the *Assembly ID Sheet*
❏ EOC Large-Print Test Booklet Kit(s)* **(main form)** includes *Assembly ID Sheet*, Large-Print Test Booklet, Examiner's copy—Test Booklet and Answer Documents
❏ EOC Large-Print Test Booklet Kit(s)* with Audio **(main form)** includes *Assembly ID Sheet*, Large-Print Test Booklet, Examiner's copy—Test Booklet and Answer Documents
❏ EOC Large-Print Prompt Kit(s)* **(main prompt)** includes *Assembly ID Sheet*, Large-Print Prompt, Examiner's copy—Prompt
❏ EOC Large-Print Prompt Kit(s)* with Audio **(main prompt)** includes *Assembly ID Sheet*, Large-Print Prompt, Examiner's copy—Prompt
❏ EOC Braille Test Booklet Kit(s)* **(main form)** includes *Assembly ID Sheet*, Braille Test Booklet, Examiner's copy—Test Booklet, Answer Document and extra sheets of Braille paper
❏ EOC Braille Test Booklet Kit(s)* with Audio **(main form)** includes *Assembly ID Sheet*, Braille Test Booklet, Examiner's copy—Test Booklet, Answer Document and extra sheets of Braille paper
❏ EOC Braille Prompt Kit(s)* **(main prompt)** includes *Assembly ID Sheet*, Braille Prompt, Examiner's copy—Prompt and extra sheets of Braille paper
❏ EOC Braille Prompt Kit(s)* with Audio **(main prompt)** includes *Assembly ID Sheet*, Braille Prompt, Examiner's copy—Prompt and extra sheets of Braille paper
❏ EOC Regular-Audio Test Booklet Kit(s)* **(main form)** includes *Assembly ID Sheet*, Test Booklet, and Audio Tape
❏ EOC Regular-Audio Prompt Kit(s)* **(main prompt)** includes *Assembly ID Sheet*, Prompt, and Audio Tape

* Do not break open kits – Note that main multiple-choice and alternate multiple-choice test forms are in individual kits; likewise, main and alternate prompts are in individual kits.

☑ **Upon receipt:**

- Check to make sure that no cartons have been broken or opened in transit.
- Reference the Pallet Detail (*Shipment Package Locator*) to verify all cartons have arrived for all schools for which materials were ordered for the Summer 2007 *English: Writing* Test Administration.

☑ Carefully review your copy of each school's secure materials packing list (contained in Box #1 of the division's overage shipment).

☑ Forward a copy of the packing list to the school so that the STC can inform you promptly if additional materials are needed.

☑ If you have not received all cartons for all schools by June 29, 2007, or if a school's shipment appears incomplete in any way, contact the Pearson Support Center.

4.16.2 DDOT receipt and verification of division overage of secure materials

DDOT ☑ Receive the **division overage** of secure materials June 25-29, 2007.

The division overage of secure materials will be shipped in **white** boxes. **Pink** shipping labels will be located on the top of each box and four sides with the division name printed on all labels.

This shipment will include overage quantities of secure **main** EOC multiple-choice test booklets and writing prompts in the event they are needed by any of the schools in your division. **The alternate forms** may be used for irregularities that require retesting or for EOC Term Graduates who will take both multiple-choice forms. The **alternate prompts** may be used for make-up testing, irregularities or EOC Term Graduates who will respond to both prompts.

Overage quantities of the **main** multiple-choice forms/writing prompts will equal approximately 15% of the division's initial orders.

Overage quantities of the **alternate** multiple-choice forms/writing prompts will equal approximately 12% of the division's initial orders.

The cartons in the overage shipment will be numbered sequentially "1 of 4." "2," "3," "4 of 4," and so on and include items in the following chart.

DIVISION'S OVERAGE OF SECURE MATERIALS
❑   DDOT cover memorandum (on blue paper in Box #1 labeled "Packing List Enclosed")
❑   *Division Overage Packing List, Pallet Detail(Shipment Package Locator),* and the *Division Receipt Verification From* (located in Box #1)
❑   Copy of each school's packing list to be received from PEM for the shipment of secure writing materials
NON-SCORABLE RETURN MATERIALS KIT
❑   Return Instructions Memorandum
❑   PEM **Green** address labels and FedEx Ground Labels for return of secure non-scorable test documents
SECURE MATERIALS
❑   EOC multiple-choice test booklets and writing prompts **(main forms/prompts)** in packs of 10s including the *Assembly ID Sheet*
❑   EOC multiple-choice test booklets and writing prompts **(alternate forms/prompts)** in packs of 10s including the *Assembly ID Sheet* (to be used for make-up testing and irregularities).

☑   Verify that the quantities of all materials received and match those listed on the *Division Overage Packing List.* For further detail, you may also use the *Division Receipt Verification Form*. Keep these forms on file for your records.

☑   If needed, order additional testing materials via PEMSolutions. PEM will make every effort to deliver additional orders to you as quickly as possible.

☑   Additional orders will be packaged "bulk" and delivered to the division's bulk address.

IMPORTANT: *All* **secure** *materials order for "special situation schools" will be packaged together and delivered to the division's address. These cartons will be delivered boxed separately, but delivered at the same time as the division overage for secure materials. The cartons in this shipment will be number sequentially: "1 of 4," "2," "3," "4 of 4," and so on but may not begin with Box #1.* **Pink** *shipping labels will be located on the top of each box and four sides with "8888 Secure Materials Special Situation" printed on them.*

4.16.3 DDOT Distribution of Secure Materials to Schools

DDOT ☑ Deliver each school's carton(s) of Summer 2007 *English: Writing* secure materials (Regular Test Forms/Prompts and Special Test Forms/Prompts Kits) to the STCs no more than 96 hours (four school days) before the first administration of the SOL *English:Writing* test.

☑ You may use the Summer *English: Writing Secure Test Materials School Packing List/TransmittalForm* and the *Division Receipt Verification Form* (located in Box #1of the division's overage materials) to verify the delivery of secure materials to schools. (Samples in Appendix B)

☑ Ask each STC to inventory the school's secure materials. The STC must report any shortages or discrepancies to the DDOT immediately.

☑ For **writing multiple-choice test booklets**, the package *Assembly ID Sheet* shows the quantity of booklets in the package, the name of the test, the test form number and the range of security numbers (used by PEM for tracking secure materials throughout the Summer 2007 *English: Writing* Administration). Test booklets will arrive in packages of 10s.

☑ Additionally, the package Assembly ID Sheet shows the quantity of booklets in the package, and the range of security numbers (used by PEM for tracking secure materials throughout the Summer 2007*English: Writing* Administration). Test booklets will arrive in packages of 10s.

☑ For **direct-writing prompts**, the package *Assembly ID Sheet* will show the prompt number and a quantity of 10 prompts in the package.

NOTE: The quantity of packages received must match the quantity shown on the *School Packing List/Transmittal Form*.

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4.17   Receive and Verify Schools' Secure Test Materials

4.17.1 STC receipt and verification of schools' secure materials

STC ☑ Receive the schools carton(s) of secure SOL *English: Writing* test materials from your DDOT no earlier than 96 hours (four school days) before testing is to begin.

IMPORTANT: The STC must give special attention to the package's Assembly ID Sheets to verify that the appropriate EOC test forms and prompts are distributed to Examiners. If students are administered an incorrect test form and/or prompt, delivery of score reports may be delayed.

An example of the Assembly ID Sheets may be found in Appendix B.

☑ Verify that the number of cartons conveyed by the *School Packing List/Transmittal Form* is indeed correct before signing this form. (Sample in Appendix B)

☑ Immediately upon receipt of the school's secure materials, inventory all materials against the *School Packing List/Transmittal Form* located in the first box of this shipment.

☑ If you have students who will take the Braille, large-print or audiotape versions of the *Writing* test make sure that you have received these special test materials from your DDOT.

☑ Do not open shrink-wrapped packages to complete this inventory; however, test booklets and writing prompt counts should be obtained by multiplying the number of packages times the package counts.

☑ **If you discover a shortage or discrepancy in secure testing materials, contact your DDOT immediately.**

☑ Keep the carton(s) of SOL secure test materials in a locked location accessible only to you and the school principal.

5. SPECIFIC DUTIES OF THE DDOT/STC: DURING TESTING

5.1   **Maintain a Contingency Plan**

Be prepared to coordinate and monitor adjustments in each school's testing schedule if inclement weather or other unforeseen events threaten or force school closures.

5.1.1   July 16 or 17, 2007 – multiple-choice component (main form) or multiple-choice component (alternate form/second-testing opportunity for eligible students)

☑ **If school openings are delayed or early dismissal is possible/likely:**
- Do not begin testing unless you are confident that all scheduled testing sessions can be completed within the anticipated school day.
- If testing has already begun and school is dismissed during a testing session, the DDOT should contact the Department of Education's Division of Assessment and Reporting immediately.
- If you are unsure whether a scheduled testing session can be completed, the best course of action would be to postpone the session. Students who begin a test and cannot complete it will need to re-test with an alternate form. Retesting must be approved by the Department of Education.

☑ **If schools are closed:**
- The DDOT should notify the Division of Assessment and Reporting immediately. Be sure to advise to the best of your knowledge when schools will re-open. On the next anticipated full day of school (with the exception of July 18), students need to be administered the multiple-choice component.

Exception: If the next full day of school will be July 18, the direct-writing component should be administered as scheduled that day, and administration of the multiple-choice component should be postponed until July 19. If this occurs, make certain that Examiners and Proctors know to be especially vigilant in ensuring that students do not go back to edit, complete, or otherwise alter their direct-writing response when they should be working on the multiple-choice component.

5.1.2   July 18, 2007—direct-writing component (main prompt only)

☑ **If school openings are delayed or an early dismissal is possible/likely:**
- Do not begin testing unless you are confident that all scheduled testing sessions can be completed within the anticipated school day.
- If testing has already begun and school is dismissed during a testing session, the DDOT should call the Division of Assessment and Reporting immediately.

☑ **If schools are closed:**
- The DDOT should notify the Division of Assessment and Reporting immediately. Be sure to advise to the best of your knowledge when schools will re-open.
- The Division of Assessment and Reporting will decide on a case-by-case basis (depending upon the extent of closings and the specific locations affected) which direct-writing prompt is to be administered and the date for which the postponed testing session(s) will be rescheduled.

If the division has additional questions regarding these procedures, the DDOT should call the Division of Assessment and Reporting.

5.2   Administration Audits

Audits will not be conducted during the *Summer 2007 SOL English: Writing Test Administration*.

5.3   Coordinate the School's Administration of the Multiple-Choice Component (July 16 or 17, 2007)

5.3.1   STC conducts check-out of secure test materials to Examiners

STC   ☑ On July 16 or 17, 2007, check out the SOL *English: Writing* tests booklets to Examiners.

☑ Review a sample of the *Assembly ID Sheet* (Appendix B) that will be included in the packages of test booklets. An *Assembly ID Sheet* shows a package number unique to the test booklets contained in that package and the form numbers of the test booklets contained in that package.

☑ Remind Examiners that upon opening a package, **but before distributing its contents to students,** they must count the number of test booklets contained in the package and complete the package's *Assembly ID Sheet,* checking off the applicable statement.

If an Examiner must open more than one package of test booklets, an *Assembly ID Sheet* in each package must be completed. Examiners must return all *Assembly ID Sheet* to you, along with all test booklets, immediately after the testing session has concluded.

☑ If necessary, you may break packages of test booklets in order to distribute them more efficiently to the Examiners. Photocopy the package *Assembly ID Sheet* and write the new quantity of test booklets on the copy. Each divided set must have an *Assembly ID Sheet*.

☑ Maintain the security of the test booklets at all times.

☑ Ensure that each Examiner has the following test materials:

- Summer 2007 English: Writing Test *Examiner's Manual*
- *English: Writing* Multiple-choice test booklets
- *English: Writing* Answer documents
- "TESTING IN PROGRESS: DO NOT DISTURB" sign, if available

5.3.2   Monitor test administration of the multiple-choice component

DDOT ☑ Ensure that all secure materials are being handled properly by both STCs and Examiners.

☑ Be available to STCs for questions and problem resolution during the administration of the multiple-choice component.

STC   ☑ Monitor the administration of the SOL *English: Writing* multiple-choice component while it is being conducted in your school.

☑ Be actively involved in test administration by carefully supervising the procedures described in this manual and the *Examiner's Manual*.

☑ Be available to answer questions and resolve problems as they arise.

☑ Students may not leave the testing site and subsequently return to finish the test unless their absence from the site is closely monitored to prevent interaction with other students and/or access to educational materials.

☑ If students are moved to an alternate testing site to complete their tests, their testing materials must be collected by the Examiner or Proctor prior to the move and redistributed only after the students are settled in the new location. While in transit, students must not be allowed to discuss the test with anyone or have access to educational materials.

5.3.3 Identify and Resolve Testing Irregularities

A testing irregularity is any occurrence that may inappropriately influence a student's performance.

The *Examiner's Manual* instructs Examiners to **immediately** report any testing irregularities to their STCs. The DDOT may be called upon to resolve or mediate suspected or reported irregularities. There may be times when the DDOT will need to consult with the Department of Education staff regarding proper resolution of a testing irregularity.

Examples of testing irregularities include but are not limited to:
• A student becomes ill during testing.
• A student is observed cheating during the testing session.
• An Examiner or another adult provides improper assistance to a student.
• Testing accommodations specified in a student's IEP, 504 Management Plan, or *LEP SOL Participation Plan* are not provided.
• A student is provided an accommodation that is not specified in her/his IEP, 504 Management Plan, or *LEP SOL Participation Plan.*
• An excessive disturbance or disruption occurs during the testing session.
• A student's test booklet, writing prompt, or used answer document is missing.
• Any unused/unassigned test booklet or writing prompt is missing.

☑ All testing irregularities must be recorded and reported based on the *Testing Irregularity Web Application System* (TIWAS) and as directed by the DDOT. The User's Guide will provide step-by-step instructions for accessing the TIWAS to report the division's testing irregularities. The User's Guide is located at

www.doe.virginia.gov/VDOE/Assessment/TestIrregularity/

This Web site also has information for training purposes, including a PowerPoint presentation that provides an overview of the system as well as specific information for accessing the training location.

☑ The TIWAS can be accessed through the Single Sign-on for Web Application Systems (SSWS) provided by the VDOE. The web address for SSWS is as follows:

http://eb01.vak12ed.edu/ssws

☑ Access to the TIWAS must be given to the DDOT, STC, and any other appropriate personnel by the Account Manager in your division for the SSWS as directed by the DDOT. You may already have access to the SSWS for other applications and will need the Account Manager to add Testing Irregularities as an available application.

☑ DDOTs may have the STCs enter irregularities directly into the TIWAS or may have them document incident(s) on the *Test Irregularity Form* in Appendix E. All testing irregularities should be submitted to the DDOT within 24 hours of occurrence.

☑ If irregularities are reported to the DDOT on the irregularity form, the DDOT or designee will be responsible for entering them into TIWAS.

5.3.4 Check in test materials at the end of each testing session

The *Examiner's Manuals* instruct Examiners to return test materials to the STC as soon as the test session is completed or to store the materials until the end of the school day in a secure location that is inaccessible to students.

All test materials must be returned to the STC and checked in no later than the end of the school day.

STC   ☑ Ensure that all test materials are returned to you no later than the end of the test administration day.

☑ When the test materials are returned, verify the receipt of all materials using the information in Section 6.2, Receive All Testing Materials from Examiners.

☑ You may count the test booklets and initial the *Examiner's/Proctor's Test Booklet Transmittal Form/Affidavit* (located in the Examiner's Manual) or another such form to verify that all test booklets and answer documents have been returned. Immediately report any missing test booklets to the DDOT. Missing testing materials must be documented in the TIWAS or on the *Test Irregularity Form* in Appendix E.

☑ Verify that all answer documents have been returned. As you place the answer documents in a secure location, remember that they will be needed for the administration of the direct-writing component on July 18, 2007.

☑ Examiners may be allowed to retain the *Examiner's Manuals* to administer the direct-writing component.

5.4   Coordinate the School's Administration of the Direct-Writing Component (July 18, 2007)

5.4.1   STC conducts check-out of secure test materials to Examiners

STC   ☑ If applicable, point out to Examiners that she or he must give special attention to the package's *Assembly ID Sheet* to verify that the appropriate EOC writing prompts are distributed to students.

☑ On July 18, 2007, check-out the unopened packages of writing prompts to Examiners.

☑ On July 19, 2007, check out unopened packages of writing prompts to Examiners who are administering the alternate prompt to Term Graduates who are eligible for second opportunity testing or those students who were absent and need a make-up. **NOTE: Make-up tests may be administered on other day(s) within the division's schedule.**

The Examiner must not open the sealed packages of writing prompts more than 30 minutes before the direct-writing testing session. Examiners must also count the number of prompts contained in each opened package and complete the *Assembly ID Sheet* supplied in each package.

☑ Ensure that each Examiner has the following test materials:

- Summer 2007 *English: Writing Examiner's Manual* (This may not be necessary if Examiners have kept their manuals since the conclusion of the testing session for the multiple-choice component.)
- Unopened packages of writing prompts
- *English: Writing* answer documents
- Dictionaries (without a thesaurus section)
- Supply of scratch paper
- "TESTING IN PROGRESS: DO NOT DISTURB" sign, if available

IMPORTANT: *For the SOL English: Writing test, each student is to complete only ONE answer document. The answer document that each student used for the multiple-choice component must be the same answer document given to her or him for the direct-writing component.*

5.4.2   Monitor test administration of the direct-writing component

DDOT   ☑ Ensure that all secure materials are being handled properly by both STCs and Examiners. Be available to STCs for questions and problem resolution during the administration of the direct-writing component.

STC   ☑ Monitor the administration of the direct-writing component while it is being conducted in the school.

☑ Be actively involved in test administration by carefully supervising the procedures described in this manual and the *Examiner's Manuals*.

☑ Be available to answer questions and resolve problems as they arise.

☑ Students may not leave the testing site and subsequently return to finish the test unless their absence from the site is closely monitored to prevent interaction with other students and/or access to educational materials.

☑ If students are moved to an alternate testing site to complete their tests, their testing materials must be collected by the Examiner or Proctor prior to the move and redistributed only after the students are settled in the new location. While in transit, students must not be allowed to discuss the test with anyone or have access to educational materials.

5.4.3 Identify and resolve testing irregularities

The *Examiner's Manual* instructs Examiners to immediately report any testing irregularities to the STC. See Section 5.3.3 of this manual for a list of possible testing irregularities and the procedure for handling them if they occur.

5.4.4 Check-in test materials at the end of each testing session for the direct-writing component

The *Examiner's Manual* instructs Examiners to return test materials to the STC as soon as the test session is completed or to store the materials until the end of the school day in a secure location that is inaccessible to students.

STC ☑ Ensure that all test materials are returned to you no later than the end of the test administration day.

☑ When the test materials are returned, verify the receipt of all materials using the information in Section 6.2, Receive All Testing Materials from Examiners.

☑ You may count the writing prompts and initial the *Examiner's/Proctor's English: Writing Prompt Transmittal Form/Affidavit* (located in the Examiner's Manual) or another such form to verify that all writing prompts and answer documents have been returned. Immediately report any missing writing prompts to the DDOT. Missing testing materials must be documented in the TIWAS or on the *Test Irregularity Form* in Appendix E.

☑ Place the answer documents in a secure location.

5.5 Make-Up Testing Sessions

Students who are absent on July 16 or 17, 2007, and/or July 18, 2007, must be provided with an opportunity to take the SOL *English: Writing* test component(s) they missed. All make-up sessions must be completed in time for the DDOT to ship all EOC answer documents by **July 27, 2007**.

STC ☑ Verify the local testing window for make-up testing sessions with DDOT

5.6 Testing materials for make-up sessions

For make-up sessions of the multiple-choice component, students will use a test booklet from the school's original distribution of materials. However, students who miss the July 18, 2007, direct-writing administration will **not** write to the same writing prompt used statewide on July 18. Instead, students taking the make-up direct-writing component will write to the alternate prompt (see Section 5.4.1).

A supply of alternate prompts for make-up testing is provided in the school's initial secure delivery and the division overage secure materials.

STC   ☑   If necessary, obtain testing materials from DDOT.

5.7   STC conducts make-up sessions

STC   ☑   Every student who is absent on the regular test date(s) must be given an opportunity to take the missed test(s), provided the make-up sessions are within the testing window. All make-up sessions must be completed in time to submit materials to meet the local deadlines set by the DDOT.

☑   Schedule make-up sessions as necessary and secure appropriate numbers of Examiners and Proctors for these sessions.

☑   For make-up sessions of the multiple-choice component for EOC testers, including Term Graduates/second-opportunity testing, use a test booklet from the school's initial delivery. However, for irregularities that require retesting for the writing component you must request the **alternate forms** from your DDOT. Alternate multiple-choice forms for EOC testers, including Term Graduates are included in the school's secure shipment.

☑   For make-up sessions of the direct-writing component, including term graduates/second-opportunity testing, use an **alternate prompt** from the school's initial delivery.

☑   After make-up sessions have been completed, bundle the answer document of each student who has taken a make-up test with the answer documents used by students in her/his regular classroom.

5.8   AFTER TESTING SESSIONS – Coding of Student Demographic Information

5.8.1   Field H—TESTING STATUS

Following the completion of make-up testing, only an Examiner or another designated adult is to complete this field to explain why a student did not take one or both components of the *EOC English: Writing* test. Complete instructions are in the Examiner's Manuals.

Table 3 describes coding options for completing Field H, Testing Status.

Table 3. Testing Status Codes

COMPLETE CODE NUMBER:	IF THE STUDENT WAS:
1 = Absent	absent from the regular and make-up testing sessions.
4 = Medical Emergency*	unable to take the test due to a medical emergency.
5 = Refusal/disruptive	disruptive or refused to take the test.
7 = Student Cheated	determined that she/he cheated; at the direction of the DDOT, complete Code 7.
8 = Other	Complete Code 8 only as directed by the DDOT.
9 = Student has already passed this test	retaking the class/course, but she/he has passed this test previously; if directed by the DDOT, complete Code 9.
10 = Other	Complete Code 10 only as directed by the DDOT.
11 = Other	Complete Code 11 only as directed by the DDOT.

* Medical Emergency—Students categorized as having a medical emergency are those who are absent for the entire testing window due to hospitalization or serious illness as well as those who become ill while testing and who are then absent due to illness during the make-up period. Significant medical emergencies must be documented by a medical doctor.

Completing "Testing Status"

NOTE: Testing Status is completed to explain why students did not take either component of the *English: Writing* test. See Table 3 for the specific codes.

Sample: EOC English: Writing

If the student missed the **multiple-choice component**, or **direct-writing component**, or **both**, complete **only one** of the first three codes (1, 4, or 5).

H	TESTING STATUS
	Select Only One

①   ④ ⑤   ⑦ ⑧ ⑨ ⑩ ⑪

Do not complete Codes 7–11 unless directed to do so by your DDOT.

5.8.2 Coding of Students Not Tested

☑ An answer document must be completed for every student who can be identified for Summer 2007 English: Writing Test Administration as described in Section 4.3, Identify Students to Be Tested. This includes students who were not tested because they were absent, refused to take the test or were disruptive, or were involved in a medical emergency. For each student not tested, an answer document must be completed to collect student identification information as well as information on why the student was not tested.

☑ Because absent students are to be afforded an opportunity for make-ups, do not complete this information until after all make-up testing is finished. Decide if the Examiners, or other adults, will complete Field H, Testing Status, to indicate the reason the student did not take either component of the *English: Writing* test.

5.8.3 Field I—SPECIAL TEST ACCOMMODATIONS

IMPORTANT: *The STC should work with appropriate local staff to determine which students need to be provided with testing accommodations as specified by their Individualized Education Programs (IEPs), 504 management plans, or LEP SOL Participation Plans. Should you have any questions about the testing of a particular student, contact your DDOT.*

Field I should be completed only by an Examiner or another designated adult. This field must be completed for students who receive testing accommodations as specified in their IEPs or 504 management plans, or on their *LEP SOL Participation Plans*. All accommodation codes that apply to a student must be completed; **accuracy is critical.**

Make sure that Examiners are aware that Field I shows **only** the codes for allowable accommodations. Appendix D shows the specific testing accommodations that correspond to the numbers shown in the Special Test Accommodations field for the writing test.

Circle B – Other Should be completed to identify an accommodation that is provided to a student based on his/her IEP or 504 Management Plan but is not listed on the Special Test Accommodations Codes sheet in Appendix D (an example is word prediction/selection software.) For any "other" accommodations, the DDOT must obtain prior approval from the Virginia Department of Education. For detailed information about the administration of Special Test Accommodations, refer to the Examiner's Manual or the 2006-2007 SOL Assessments Resource Manual located at

<p align="center">www.doe.virginia.gov/VDOE/Assessment/home.shtml</p>

5.8.4 Completing Special Codes

The list of allowable testing accommodations and the corresponding numeric codes to be used in completing Field I, Special Test Accommodations, is in Appendix D.

Be sure that Examiners review and understand Section 6.2 of the Examiner's Manual, Completion of Demographic Codes. During Examiner's training, make sure that they understand which accommodations are and are not available for students with disabilities and LEP students.

School personnel should try to resolve any issues or uncertainties regarding a student's special accommodations before answer documents are submitted for scoring.

Do not complete Circle A. Complete Circle B only if directed to do so by your STC.

I	**SPECIAL TEST ACCOMMODATIONS**
① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬ ⑰ ⑱ ⑳ ㉑ ㉒ ㉓ ㉔ ㉕ ㉗ Ⓐ Ⓑ	

Regarding Students with Disabilities:
The circle in the shaded box above (Circle 17) is not applicable for a student with disabilities, unless the student is ALSO identified as LEP. If the student is identified as having a disability but not as LEP, **DO NOT COMPLETE.**

I	**SPECIAL TEST ACCOMMODATIONS**
① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬ ⑰ ⑱ ⑳ ㉑ ㉒ ㉓ ㉔ ㉕ ㉗ Ⓐ Ⓑ	

Regarding LEP Students:
Circles in the shaded boxes above are not applicable for an LEP student unless the student is ALSO identified as having a disability. If the student is identified as LEP but does not have a disability, **DO NOT COMPLETE.**

6. SPECIFIC DUTIES OF THE STC: AFTER TESTING

After testing is completed, the STC's responsibilities include accounting for, ensuring the accuracy of, and the transmittal of test materials, and if applicable, supervision of the transcription of student responses. At the close of the last testing session, Examiners will return test booklets and/or writing prompts. Examiners are instructed to complete the *Header Sheet* as directed to do so by the STC. A sample of the *Header Sheet* is in Appendix F. Only one *Header Sheet* per school will be used for organizing the paper-banded bundles of answer documents. For schools within the division use the *Header Sheets* pre-printed with the division's name and code. However, answer documents for students testing in the summer from schools outside their division should be bundled separately using the blank *Header Sheet(s)*. The division and the school name and codes should be completed on the *Header Sheet*. After receiving the bundles of answer documents, the STC has the responsibility of verifying and packaging student answer documents, verifying that the *Header Sheet* is coded properly and completing the "Header Verification Contact" information.

6.1   Inspecting Student Data

Make sure that all student demographic data (via Student Registration Details) and test specific data (via Student Test Details) have been inspected.

☑ Perform spot checks of student records to ensure that any student currently enrolled in EOC English: Writing is accounted for on an answer document.

6.2   Receive All Testing Materials from Examiners

GROUP 1: Student Answer Documents

☑ After both the multiple-choice AND the direct-writing components have been completed, designate an adult or each Examiner to:

- Inspect the students' answer documents.
- Verify and complete the preprinted division-level and/or blank *Header Sheets* (as directed by the STC).
- Place the *Header Sheet* on top of the answer documents and bundle with the paper bands provided.
- Return bundles of answer documents to the STC.

☑ Answer documents for Regular, Term Graduate, and Special Test Forms (Braille, large-print, and regular-audio) for EOC testers should be bundled together with one *Header Sheet*. This includes answer documents for irregularities for either Regular or Special Test Forms. Also, included in this bundle should be answer documents for all students **not tested** in a classroom.

☑ Review each bundle of answer documents submitted by each Examiner as described in Section 6.5.1.

☑ Do not include damaged answer documents in the bundles of documents that are to be scored. No loose writing papers should be with the scorable answer documents. Only responses written on the answer documents will be scored.

GROUP 2: Test Booklets and Writing Prompts

☑ After the multiple-choice component and the direct-writing component have been completed, each Examiner will:

- Check in testing materials to the STC.
- Count the test booklets/prompt sheets and initial the *Assembly ID Sheet* to verify that all test booklets/prompt sheets have been returned.
- Return a completed package *Assembly ID Sheet* for each package of writing test booklets/prompt sheets that have been opened.

☑ Photocopy any *Assembly ID Sheet* that notes a discrepancy. Provide a copy to the DDOT and maintain a copy for the school's file.

☑ Immediately report any missing test booklets/prompts to the DDOT. Missing testing materials must be documented in the TIWAS or on the *Test Irregularity Form* in Appendix E.

GROUP 3: Non-Secure Test Materials

☑ After both testing sessions, Examiners are to return all non-secure materials to the STC.

☑ Verify that Examiners returned three groups of materials as shown in the following diagram.

Group 1

Header Sheet

Used/Marked out-of-division
Answer Documents for
Regular, Term Graduates,
Irregularity, Special Test Forms,
and Students NOT Tested

Header Sheet

Used/Marked within-division
Answer Documents for
Regular, Term Graduates,
Irregularity, Special Test Forms,
and Students NOT Tested

Group 2

Audiotapes
Regular Test Booklets/Prompts
Braille and Large-Print Test Booklets/Prompts
Braille and Large-Print Test Booklets/Prompts Examiner's copy

Group 3

Test Booklet/Prompt Package *Assembly ID Sheets*
Unused/Unmarked Answer Documents
Damaged Answer Documents Marked "VOID"
Used Scratch Paper
Examiner's Manual

6.3 Check Materials Received from Examiners

6.3.1 Inspect paper-banded groups of answer documents

Each bundle of answer documents should be wrapped with a paper band.

```
┌─────────────────────────────────────────────────────────────────┐
│                     PAPER BAND EXAMPLE                           │
│                                                                 │
│  School      ___Wing High School_____                    │
│                                                                 │
│  Level       ___EOC—English: Writing_____                    │
│                                                                 │
│              _____of_____               │
└─────────────────────────────────────────────────────────────────┘
```

The information requested on the paper band is optional. Score reports will not be delayed if any information on a paper band is omitted.

Examiners have been instructed to leave "__ of __" blank.

☑   In packaging, do not bind answer documents with clips or rubber bands; they will damage answer document edges.

6.3.2   Verify information on *Header Sheets*

One *Header Sheet* must be completed for EOC answer documents, and bundled with (1) Regular Test Forms, (2) Term Graduate Test Forms (first and second opportunity testers), (3) Special Test Forms (Braille, large-print, regular-audio), and (4) alternate forms used for irregularities that require retesting.

The *Header Sheet* is a scannable (pre-printed or blank) document. **Photocopies are not acceptable for Scoring Center use.** The *Header Sheet* will be used by the Scoring Center to identify the source and expected quantity of the used answer documents returned. It is important that all the necessary information is pre-printed and/or handwritten on the *Header Sheet*.

☑   Review the *Header Sheets* as follows:

- A computer-generated pre-printed or blank *Header Sheet* received from PEM must be used for every paper-banded bundle. If any photocopied *Header Sheets* are found, they must be replaced. If a *Header Sheet* is missing, one must be completed for the bundled group.
- *Header Sheets* used with answer documents **within** the division are pre-printed with the division's name and the circles are pre-coded. The school's name and the school's code columns are blank and must be handwritten.
- *Header Sheets* used with answer documents **outside** of the division are blank. The division name and code and the school name and code must be handwritten.
- Answer documents for students testing in the summer from schools outside their division should be bundled separately with their own *Header Sheet*. A sample Header Sheet is in Appendix F.
- All used/marked answer documents should be bundled as described in Section 6.4 of the *Examiner's Manuals*.
- All information printed and coded and handwritten on each *Header Sheet* must be complete and accurate. See the *Examiner's Manuals* for complete instructions.
- Verify that the division-level information pre-coded by PEM (DIVISION CODE) is correct and all handwritten information is accurate. **If these fields are left blank or incorrect, they will require resolution with the DDOT and may cause delays in the reporting of SOL test results within and/or outside the division.**
- If the LEVEL field is blank, complete the appropriate circle for the test administered.

- In the NUMBER OF DOCUMENTS field, verify that an accurate count of scorable answer documents is printed and properly coded on each *Header Sheet*. Numbers are to be right justified. Enter zeros to the left of the number to completely fill the four-digit field. For example, 32 answer documents would be printed and coded as "0032." The total count of scorable answer documents must include documents for all students, both tested and (if applicable) non-tested. **To avoid unnecessary delays in report processing,** the submitted count of answer documents entered in the NUMBER OF DOCUMENTS field must be accurate.

- Verify that the Header Verification Contact information has been completed. If not, print the name, phone number and the date completed according to local instructions. The STC or DDOT must complete this section. If issues arise during processing of answer documents, the person listed will be contacted by PEM to assist in resolution of the issue.

> *IMPORTANT: All fields preprinted by PEM handwritten on the Header Sheets must be accurate. If these fields are left blank or incorrect, they will require that PEM contact the DDOT or designee for resolution and may cause delays in reporting the SOL English: Writing tests results within and/or outside the division.*

6.3.3   Inspect answer documents

☑ Make sure that all Examiners have inspected students' answer documents.

☑ Perform spot checks to ensure that all answer documents are undamaged, complete, and contain all appropriate student identification information. Careful inspection of the students' answer documents will help prevent scoring delays.

☑ Make sure that a form number and prompt number are entered on each student's answer document. Failure to indicate a form number and /or a prompt number will result in scoring delays.

- Inspect answer documents for improper marks. All marks to be read by the scanners must be very dark. Marks made with ballpoint pen, felt-tipped pen, hard-lead or colored pencils will not be scanned. **DO NOT ALTER THE STUDENTS' RESPONSES IN ANY WAY**.
- In the multiple-choice answer section, stray marks must be completely erased. Scanning machines are extremely sensitive and can sometimes pick up stray marks and erasures as intended responses. When a student has made a change, make sure that the unwanted response is completely erased, **but DO NOT ALTER THE STUDENTS' RESPONSES IN ANY WAY**.
- Remove any extraneous materials or loose sheets of paper from the section that contains the writing response.
- Loose papers will not be scored.
- Ensure that the demographic sections are coded as described in Sections 4.15.

6.4   Recording and/or Transcription of Student Responses

☑ In the case of a damaged answer document, instruct Examiners or designated adults to transcribe the student's answers, writing response, and demographic information onto a new answer document; have a second school official verify the transcription and ensure that no errors occurred; write the word "VOID" on the demographic page of the original answer document; and return it to you. **NOTE: The students' responses must not be altered in any way.**

The accommodation for transcribing students' test responses onto an answer document is **only** available for students as stated in their IEPs, 504 management plans, or *LEP SOL Participation Plans*.

Make sure the Examiner understands that the Special Test Forms of the SOL English: Writing test require that the student's responses to multiple-choice questions and her/his response to the writing prompt be recorded on or transcribed to the regular SOL answer document.

The *Examiner's Manuals* instruct the Examiners to obtain prior approval from the STC to conduct a transcription of the student's responses. Detailed information about procedures for transcription is in the *Examiner's Manual* and the *2006–2007 SOL Assessments Resource Manual* located at

www.doe.virginia.gov/VDOE/Assessment/home.shtml

☑ After testing has concluded, check to make sure that the student's multiple-choice answers and written responses have been recorded on a regular SOL *English: Writing* test answer document. If the student has recorded her/his answers elsewhere, such as in the test booklet or on a separate sheet of paper, and the answers and/or response to the prompt have not been transcribed, have another adult perform this transcription immediately. Ensure that the student's responses are not altered in any way.

☑ Have the transcription verified by a second adult.

☑ Follow your DDOT's instructions for returning these materials.

IMPORTANT: Regardless of the method the student used to record responses, the original response must be kept on file and secure by the DDOT until scores have been received from PEM and verified. Examples of the kinds of original responses that must be transcribed to a regular answer document and then filed by the DDOT include the following:

- *student recorded her/his answers using a Braillewriter*
- *student recorded her/his answers using a typewriter, word processor, or augmentative communication device. For a student who uses a word processor, the Examiner must print a paper copy of the response and also save the response to a disk or CD. The response must not be left in the memory of a word processor. The paper copy of the response should be used for transcription and then kept on file and secure by the DDOT with the electronic media.*
- *student indicated her/his answers verbally during an audio taped administration*
- *student recorded her/his answers on a photocopied enlargement of the answer document*

6.5   Prepare and Transmit—Scorable Test Materials

The following sections describe preparation of all scorable and non-scorable test materials for delivery to the DDOT after testing.

☑ After all scorable answer documents have been inspected, counted, and organized, assemble and return them to the DDOT.

☑ Do not pack voided answer documents with scorable materials.

6.5.1   Pack the bundles of answer documents

NOTE: Place bundles of answer documents from all home schools (within and outside of the division) on top of the stack.
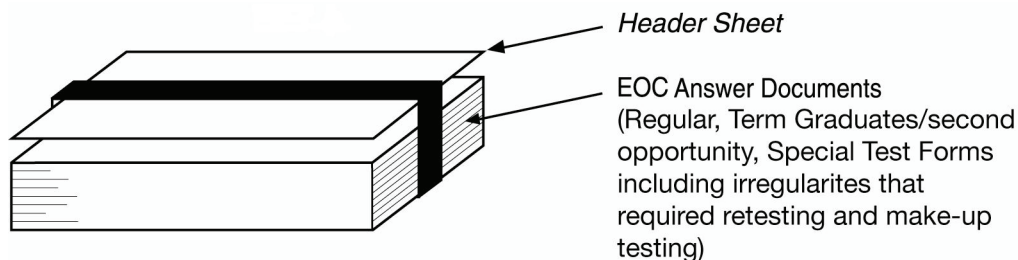
☑ Apply the following four steps for packing the bundles of answer documents:

❑ Number the bundles sequentially in the spaces marked "____ of ____" on the paper bands: for example, "1 of 2" and "2 of 2." Make sure that answer documents are not bound with staples, clips, or rubber bands, which will damage the edges of the scannable documents.

❑ Package answer documents in the **new** boxes provided in the school's non-secure materials shipment.

❑ Cartons may be closed, but seal them only in such a manner that will allow the DDOT to open them easily upon receipt.

❑ Return all cartons to the DDOT as directed in your local schedule..

PACKING DIAGRAM

This example illustrates packing for a school in which EOC writing tests have been administered. Bundles of Term Graduate materials (*Header Sheet* and answer documents) may be packed in the same carton with other scorable materials.

NOTE: If applicable, place bundles of answer documents for home schools (within and outside of the division) on top of the stack.

Header Sheet

EOC Answer Documents (Regular, Term Graduates/second opportunity, Special Test Forms including irregularites that required retesting and make-up testing)

6.6   Prepare and Transmit—Non-Scorable Test Materials

☑ Use the following steps to assemble and return non-scorable test materials to your DDOT.

❑ Count all EOC test booklets/ writing prompts and compare to the *School Packing List/Transmittal Form* (located in the first box of the school's secure shipment) (Sample in Appendix B).
NOTE: If you are returning packages of test booklets/prompts that did not have to be opened, leave them sealed, but be sure to include the unopened packages in your count.

❑ If a discrepancy has occurred, complete the *Assembly ID Sheet* to indicate the discrepancy.

❑ After all Special Test Forms administrations are complete, the Examiner must return to you all copies of the Braille and/or large-print test booklets, writing prompts, including Examiner's copies, and regular forms with accompanying audiotapes.

❑ Verify the number of *Special Test Forms/Prompt Kits* returned with the *School Packing List/Transmittal Form.*

❑ If you have students who had an accommodation for recording the answers in their test booklets, these test booklets should be bundled separately with a note to the DDOT to this effect. Place these test booklets on top of the others you are returning to the DDOT.

❑ For security purposes, do **not** pack used/unused answer documents, unused Pre-ID labels, manuals, or other materials in any carton that contains secure test booklets or writing prompts.

❑ Photocopy the completed *School Packing List/Transmittal Form*. Attach any *Assembly ID Sheets* with discrepancies noted. Return these with the originals to your DDOT.

6.7   Dispose of Other Test Materials

☑ Follow your DDOT's instructions regarding the disposition of the following non-secure materials:
• *Test Implementation Manual*
• all *Examiner's Manuals*
• unused answer documents

    ☑ Follow your DDOT's instructions regarding the disposition of the following secure materials:
- used scratch paper
- unused Pre-ID labels
- damaged answer documents marked "VOID"

    ☑ See Table 4, *STC Disposition of Test Materials*, in this manual for instructions on the proper disposition of all testing materials.

6.8   Prepare and Transmit SOL Affidavits and Forms

    ☑ After each Examiner or Proctor has returned all secure materials including test booklets/prompts and packages' *Assembly ID Sheets*, forward the following forms to your DDOT. The DDOT will keep these materials on file until the division's verification report of secure materials has been received from PEM and reconciled:
- Copy of the *School Packing List/Transmittal Form*
- Completed test booklet package *Assembly ID Sheets*
- Completed writing prompt package *Assembly ID Sheets*

    ☑ After all test materials have been returned to your DDOT, complete the *School Affidavit* in Appendix A; sign and date, and have the building principal sign and date. This form must be returned to the DDOT by the date specified in your local instructions.

    ☑ File and maintain, as directed by the DDOT, all ***Signed School Division Personnel Test Security Agreement (Including Examiners/Proctors) Forms***

Table 4. STC Disposition of Test Materials

Category	Materials / Forms	Required signatures	Disposition
Scorable test materials	• Completed answer documents • *Header Sheet*	None	Packed in **new** cartons and returned to the DDOT per local instructions.
	• Test booklets/writing prompts • Braille and large-print test booklets/prompts audiotapes and Examiner's copies	None	Packed in **new** cartons and returned to the DDOT per local instructions.
Non-scorable, secure test materials	• Damaged answer documents marked "VOID" • Student's used scratch paper • Unused Pre-ID Labels	None	Packed in cartons and returned to the DDOT per local instructions.
	• *Test Irregularity Form* (if used)	STC	Submitted to DDOT within 24 hours of occurrence.
Required forms	• *School Packing List/Transmittal Form* (with completed, attached test booklet and writing prompt *Assembly ID Sheet*) • *School Division Personnel Test Security Agreements (Including Examiners/Proctors)*	N/A Examiners/STC (NOTE: Only Examiner's signature is required on Assembly ID Sheets for test booklets/prompts)	Returned to the DDOT per local instructions.
	• *School Affidavits*	STC/Principal	
Non-scorable, non-secure test materials	• Unused answer documents • Unused *Header Sheets* • *Examiners' Manuals* and *Test Implementation Manual*	N/A	Destroyed per local instructions.

7. SPECIFIC DUTIES OF THE DDOT: AFTER TESTING

The DDOT is responsible for the receipt of all secure test materials from each school and shipment of these materials to PEM in accordance with published deadlines.

After all testing sessions have been completed in the summer testing site(s), the DDOT's primary responsibilities will be to:

- ☑ organize the summer testing sites' answer documents for return to PEM in Iowa City, Iowa
- ☑ account for and return **all copies** of the secure test booklets/writing prompts to PEM
- ☑ dispose of the remaining secure (i.e., unused Pre-ID labels, scratch paper) and non-secure test materials

7.1   Receive Scorable Answer Documents

☑ STCs are to transmit their scorable answer documents to you as soon as possible after all test sessions, including after all make-up sessions. Each school's bundle(s) of answer documents should include a *Header Sheet.*

☑ Using the **new** shipping boxes provided in the school's non-secure materials shipment, the STCs have been instructed to bundle answer documents separately for home schools within and outside the division with their own *Header Sheet*. See Section 6.5, Prepare and Transmit Scorable Test Materials.

The STC has been instructed to:

- Package the bundles of answer documents for the school(s).
- Place bundles of answer documents from schools (within and outside of the division) on top of the stack.
- Close all shipping cartons in such a manner that will allow you to re-open them easily upon receipt.

☑ Upon receipt of the scorable answer documents from the summer testing site(s), **separate them from any non-scorable materials that are not to be shipped to PEM,** such as test booklets/writing prompt sheet, loose papers, manuals, and affidavits. **Any loose papers in answer documents will not be scored.**

☑ Ship scorable **EOC** answer documents to PEM in Iowa City, Iowa **as soon as possible after all testing in the division is completed but no later than July 27, 2007.** Make sure that STCs know the schedule you have set for receipt of the EOC scorable materials that will allow the shipment(s) to take place as scheduled.

7.2   Verify Scorable Answer Documents from Schools

7.2.1   Paper-banded groups of answer documents

☑ Verify that every paper band displays the corresponding school name and level/test.

NOTE: The information requested on the paper band is optional. Score reports will note be delayed if any information on the paper band is omitted.

Optional: If there is more than one bundle, the paper bands are to be sequentially numbered (i.e., "1 of X," "2 of X," and so on).

7.2.2   *Header Sheets*

The *Header Sheet* may be used for any bundle of answer documents, including regular forms, Special Test Forms, administrations using the alternate form for irregularities that required retesting, make-up testing and Term Graduates.

☑ Review the *Header Sheets* as follows:

- A computer-generated pre-printed or blank *Header Sheet* received from PEM must be used for every paper-banded bundle. If any photocopied *Header Sheets* are found, they

must be replaced. If a *Header Sheet* is missing, one must be completed for the bundled group.

- *Header Sheets* used with answer documents **within** the division are pre-printed with the division's name and code. The school name and the school code columns are blank and must be handwritten.

- As usual, *Header Sheets* used with answer documents for "special situation schools" or "quad 8888 schools" will be pre-printed and pre-coded with the division's name and code, and the school's name and code (8888).

- *Header Sheets* used with answer documents **outside** of the division are blank. The division name and code and the school name and code must be handwritten.

- All used/marked answer documents should be bundled as described in Section 6.5 of the *Examiner's Manuals*.

- Verify that all information, pre-printed/pre-coded (DIVISION and CODE) and handwritten, on each *Header Sheet* is complete and accurate. See the *Examiner's Manuals* for complete instructions. A sample *Header Shee*t is in Appendix F.

- If the LEVEL field is blank, complete circle "11" for the EOC test administered.

- In the NUMBER OF DOCUMENTS field, verify that an accurate count of scorable answer documents is written and properly coded on each *Header Sheet*. Numbers are to be right justified. Enter zeros to the left of the number to completely fill the four-digit field. For example, 32 answer documents would be printed and coded as "0032." The total count of scorable answer documents must include documents for all students, both tested and (if applicable) non-tested. **To avoid unnecessary delays in report processing,** the submitted count of answer documents entered in the NUMBER OF DOCUMENTS field must be accurate.

- Verify that the Header Verification Contact information has been completed. If not, print the name, phone number and the date completed according to local instructions. The name of the STC or DDOT or designee must be provided in this section. If issues arise during processing of answer documents, the person listed will be contacted by PEM to assist in resolution of the issue.

> ***IMPORTANT:*** *All fields preprinted by PEM and handwritten on the Header Sheets must be accurate. If these fields are left blank or incorrect, they will require that PEM contact the DDOT or designee for resolution and may cause delays in reporting the SOL English: Writing test results within and/or outside the division.*

7.2.3   Quad 8888 Header Sheets

In some cases you may need to test "outplaced" students (those students who have been placed in a facility outside your division for instruction). These students are not carried in the files of any school, but your division is responsible for them.

☑ If you have a need to test "outplaced" students, *Quad 8888 Header Shee*ts that may be used were included in the division's non-secure overage shipment. If you need additional *Header Sheets,* they can be ordered via PEMSolutions.

7.3 Check for Proper Orientation of Scannable Documents

☑ Ensure that the completed *Header Sheet* and the answer documents are in the proper position. The lower left corner of each answer document has been cut at an angle. The *Header Sheet* is printed with one corner shaded. All answer documents should be stacked with the corner cuts lined up.

☑ If not aligned, pull the sheet(s) that is not positioned properly from the stack, turn it so that the corner-cut is aligned with the other answer documents, and return it to the stack.

IMPORTANT: Improper orientation of the scannable documents could result in damage during the scanning process and delay reporting of SOL English: Writing test results.

7.4 Pack Scorable Answer Documents

7.4.1 Proper sequence for packing scorable materials

☑ Do not intermix materials from different schools under the same *Header Sheet*. They must remain in proper sequence. Cartons may be filled by putting more than one school's materials (within or outside of the division) into a single carton as long as the materials remain in proper sequence.

PACKING DIAGRAM

The following illustration is an example of the proper packing of scorable materials.
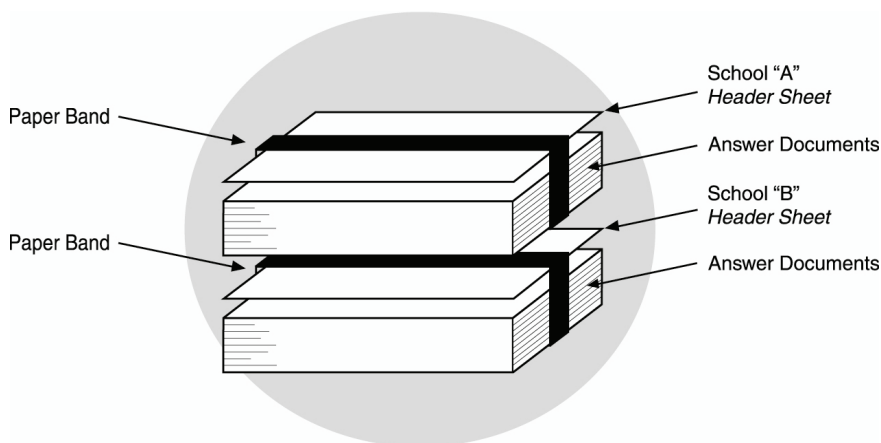
Follow directions above for additional schools within or outside the division.

☑ When packing the cartons, please refer to the following:

- A 12 inch box can hold approximately 1,800 sheets of paper
- A 6 inch box can hold approximately 900 sheets of paper
- A 3 inch box can hold approximately 300 sheets of paper

NOTE: The EOC English: Writing answer document consists of multiple sheets of paper.

7.5 Prepare to Ship Scorable Answer Documents

☑ Ship all scorable answer documents as soon as possible after testing (including make-up testing), **but no later than July 27, 2007**.

☑ Securely tape all edges of each carton to help ensure that they do not break open in shipment. If any carton is not completely full, fill the empty space with crumpled paper. Do not use plastic or foam "peanuts."

☑ Affix a **blue** "Virginia SOL English: Writing Test Scorable Answer Documents" label (shipped in the DDOT Scorable Return Materials Kit) to the top of **each** sealed carton.

   NOTE: Do not use the **green** labels, which will identify return shipments of non-scorable secure materials, for this shipment.

☑ Count the cartons. Then, in the space provided on the label, number the cartons sequentially. This carton will be "1 of X," with remaining cartons numbered "2 of X," "3 of X," and so on.

☑ Locate and use the pre-printed FedEx overnight shipping labels that were included in your Return Materials Kit.

> *IMPORTANT:* The FedEx and K&K Bill of Lading overnight shipping labels display an Iowa City, Iowa, address and must be used for this shipment of scorable answer documents. Do not ship answer documents using the FedEx or K&K Bill of Lading ground labels, U.S. Mail or any other carrier. Use of the FedEx or K&K Bill of Lading ground labels for this shipment will result in a delay of your division's receipt of SOL test results.

☑ If using the FedEx overnight shipping label, follow the steps below to complete and affix one FedEx overnight shipping label to each carton.

   ❑ Verify the pre-printed information on each FedEx overnight shipping label. If any of this information is incorrect, make the necessary correction(s). **Be sure that your correct telephone number is displayed.**

   ❑ If you need to order additional FedEx shipping labels, call Pearson Support Center to avoid billing of this shipment to your division.

   ❑ Remove its backing and affix a completed FedEx overnight shipping label to the **top of each carton**.

☑ If using the K&K Bill of Lading overnight shipping label, follow the steps below to complete the form. **NOTE**: You will only need to complete one Bill of Lading per shipment.

   ❑ Verify the pre-printed information on each K&K Bill of Lading overnight shipping label. If any of this information is incorrect, make the necessary correction(s). **Be sure that your correct telephone number is displayed.**

   ❑ If you need to order additional K&K Bill of Lading shipping labels, call Pearson Support Center to avoid billing of this shipment to your division.
   ❑ Keep the completed Bill of Lading form with your shipment. You will give this form to the driver upon delivery pick-up.

☑ Make sure that all cartons containing scorable answer documents (regardless of the carrier used) are shipped to the following address:

<div align="center">

Pearson Educational Measurement
2510 North Dodge Street
Iowa City, IA 52245

</div>

7.6   Arrange a Pickup of Scorable Answer Documents

☑ If using FedEx to ship the answer documents, use the instructions that follow. Contact FedEx **the day before you expect to have your shipment ready**. You must specify that your shipment is for overnight delivery. Failure to do so may result in a delay of your shipment.

> **IMPORTANT:** *For answer document PICKUP, contact FedEx toll-free 24 hours in advance at 1-800-GoFedEx (1-800-463-3339). Use this 800 number only.*

PEM now provides Virginia's schools the FedEx Premier Customer Services for Express and Ground shipping. This service assigns a dedicated service representative to its customers. To access these services, please call FedEx at 800-463-3339, and then press 9. When prompted, enter a nine-digit return account number, which is determined by the shipment destination. This account number is located on the FedEx return labels. The nine-digit return account number for scorable answer documents is also listed in the cover memorandum included with the DDOT Pre-Pack Materials.

When calling, be sure to tell the FedEx customer service representative that the shipment is to be paid for by PEM ("Receiver" on the shipping label) and that you will be using pre-paid overnight shipping labels.

❏ If your building closes before 5 P.M., be sure to instruct FedEx to arrive prior to 3 P.M.

If you need assistance from a FedEx Representative, or if a FedEx driver requests payment for this pickup, call Pearson Support Center.

Before the FEDEX driver arrives, double-check the following:

- Has a **blue** SOL label been completed (including the carton number) and affixed **to the top of each carton?**

- Has a **FedEx overnight shipping label** been completed and affixed to each carton?

- Store the sealed cartons in a locked, secure area until the FedEx driver arrives. Make sure that someone will be on-site to meet the driver if you must leave. If you designate someone else to handle this FedEx pickup, please provide him or her with a copy of this page of instructions.

- Be sure to keep the removable strips pre-printed with the Tracking Numbers. Detach the strip with the Tracking Number for each label and apply it to the *Division Shipment Transmittal Form for FedEx Tracking Labels.* When applying each label, indicate the number of the box to which the label will be applied (Appendix G). This will help to ensure that your shipment can be traced if necessary.

☑ If using a K&K Bill of Lading to **s**hip the answer documents, use the instructions that follow.

❏ Contact K&K **the day before you expect to have your shipment ready**. You must specify that your shipment is for overnight delivery. Failure to do so may result in a delay of your shipment.

> **IMPORTANT:** *For answer document PICKUP, contact K&K toll-free 24 hours in advance at 800-445-7213. Use this 800 number only.*

When calling K&K at 800-445-7213, you will be connected with a customer service representative. Be sure to tell the customer service representative that the shipment is to be paid for by PEM and that you will be using pre-paid overnight shipping labels.

❏ If your building closes before 5 P.M., be sure to instruct K&K to arrive prior to 3 P.M.

If you need assistance from a K&K representative, or if a K&K driver requests payment for this pickup, call Pearson Support Center.

Before the K&K driver arrives, double-check the following:

- Has a **blue** SOL label been completed (including the carton number) and affixed **to the top of each carton?**

- Has a **K &K Bill of Lading** been completed?

- Store the sealed cartons in a locked, secure area until the K & K driver arrives. Make sure that someone will be on-site to meet the driver if you must leave. If you designate someone else to handle this K&K pickup, please provide him or her with a copy of this page of instructions.

- Be sure to keep the customer copy of the tracking information. This will help to ensure that your shipment can be traced if necessary.

7.7 Receive and Pack Secure Test Booklets/Prompts Returned by the STCs

☑ Remember the following very important points:

- Test booklets/writing prompts must be shipped **no later than July 27, 2007.**
- Use the FedEx Ground labels and **blue** "Virginia SOL English: Writing Tests Non-Scorable Secure Materials" labels that were included in your DDOT Non-Scorable Return Materials Kit.

Do not ship test booklets/writing prompt sheets using the FedEx overnight labels, K&K Bill of Lading overnight labels, via U.S. Mail or any other carrier.

☑ Verify that each STC has prepared test booklets/writing prompts as outlined below prior to delivery to you:

- Quantities of test booklets must have been recorded on the *School Packing List/Transmittal Form* and if there are discrepancies, include copies of the packages' *Assembly ID Sheets* to explain any differences in the number of test booklets and writing prompt sheets received and returned (see Section 6.6).
- Both the original and a photocopy of the *School Packing List/Transmittal* and copies of *Assembly ID Sheets* noting a discrepancy should have been returned to you with the cartons of test booklets and writing prompts. DO NOT send this documentation to PEM.

☑ If students in your division were tested with regular-audio, Braille, or large-print test booklets/writing prompts or their accompanying audiotapes, use the *School Packing List/Transmittal Forms* in Appendix B to verify that all of these Special Test Forms secure materials have been returned by the STC.

All regular print test booklets/prompts used with audiotapes, Braille, and large-print test booklets and their accompanying audiotapes must be returned to PEM.

☑ Upon receipt of each school's materials, count the test booklets and writing prompts.

☑ Keep the completed *School Packing List/Transmittal Form* and completed *Assembly ID Sheets* for test booklets and prompts until the division's verification report of secure materials has been received from PEM and reconciled.

IMPORTANT: *Remember that any lost test booklets must be reported to the Virginia Department of Education as a testing irregularity as soon as the problem is identified.* ***If the security procedures in all SOL manuals are followed closely, this should be a very rare occurrence.*** *PEM will conduct an accounting of all returned test booklets, and writing prompts, and advise the Virginia Department of Education of the results for all school divisions. The Virginia Department of Education will request an investigation of any testing improprieties, and implementation of a corrective action plan, as necessary.*

☑ Prepare and package all unused, regular, overage secure materials for return shipment.

☑ Record counts of unused division overage regular and special test secure materials on the *Division Return Verification* in Appendix G.

☑ Prepare and package all unused Special Test Forms (large-print, Braille, and regular-audio) booklets/writing prompts, audio tapes, and Examiner's copy of test booklets/prompts, for return shipment.

☑ If a discrepancy has occurred, fill in the blanks to describe it on the Division Return Verification. Keep on file until all the division's secure materials have been reconciled.

7.8   Organize and Ship Test Booklets/Prompts to PEM

☑ Working first with your division overage, and then with one school's materials at a time, use the following steps to organize and ship test booklets and writing prompts.

❑ The STC should have indicated on one of the school's cartons, "Transmittal Form Enclosed." Consider this one your very first carton in the series from the school.

❑ Locate the **blue** Virginia *English: Writing* non-scorable secure materials labels that were included in your DDOT Non-Scorable Return Materials Kit. On each **blue** label, enter the name of your school division on the DIVISION NAME line. Affix one label to the **top** of each carton.

❑ Next, on each **blue** label, use a permanent marker to consecutively number the cartons for this school, beginning with the first carton through the last carton (#1, #2, #3, etc.).

❑ As you work through the school's materials, check to see if each carton is completely full. If not, fill the empty space with crumpled paper.

❑ Repeat the first three steps above for every school that tested.

As you number the cartons, make sure that all carton numbers are **consecutive across the division**. For example, if the first school's last carton was #3, the first carton for the second school will be #4.

❑ Test booklets and writing prompts must be shipped no later than **July 27, 2007**.

❑ Locate the Fedex Ground shipping labels or the K&K Bill of Lading Ground shipping labels (included in your DDOT Non-Scorable Return Materials Kit). Place one of the FedEx labels on the **top** of each carton or complete the K&K Bill of Lading form. For your convenience, both carriers' shipping labels are pre-printed with the origination and destination information.

❑ FedEx Ground labels contain removable strips pre-printed with the tracking numbers. Detach the strip with the tracking number for each label and apply it to the *Division Shipment Transmittal Form for FedEx Tracking Number Labels.* When applying each label, indicate the number of the box to which the label will be applied (Appendix G).

❑ If you are using K&K, you will receive a customer copy of the Bill of Lading that will include tracking information for your records.

❑   Contact FedEx or K&K the day before you expect to have your shipment ready. You must specify that your shipment is for ground delivery. Failure to do so may result in a delay of your shipment.

❑   Be sure to tell the customer service representative that the shipment will be paid by Pearson Educational Measurement and that you will be using FedEx Ground or K&K Ground.

IMPORTANT: *For non-scorable, secure test materials PICKUP, contact FedEx toll-free 24 hours in advance at 1-800-GoFedEx (1-800-463-3339). Use only this 800 telephone number for proper service. If using K&K, call 800-445-7213. If you need assistance from a FedEx or K&K representative, or if a FedEx or K&K driver requests payment for this pickup, call Pearson Support Center.*

7.9   Verify Receipt of Required Forms from STCs

☑   **Obtain as quickly as possible any forms that you may not have yet received:**

- *School Division Personnel Test Security Agreements (Including Examiners/Proctors)*
- *School Packing List/Transmittal Form*
- Examiners' completed *Test Booklet Package Assembly ID Sheets* (attached to *School Packing List/Transmittal Form*)
- Examiners' completed *Writing Prompt Package Assembly ID Sheets* (attached to *School Packing List/Transmittal Form*)
- *School Affidavit*

☑   Retain these forms in accordance to the local records retention schedule.

7.10   Complete and Return the SOL *School Division Affidavit*

☑   Complete the *School Division Affidavit (*Appendix A).

☑   Return the signed affidavit to the Virginia Department of Education no later than August 10, 2007.

7.11   Review Disposition of All Test Materials

☑   The STC has been instructed to dispose of the following materials as directed by you:

Non-Secure

- *Test Implementation Manual*
- All *Examiner's Manuals*
- unused answer documents

Secure

- used scratch paper
- unused Pre-ID labels
- damaged answer documents marked "VOID"

☑   You may have STCs dispose of these materials or you may have them returned to you.

☑   Unused Pre-ID labels, scratch paper and answer documents marked "VOID" must be shredded or burned; any other materials may be recycled or thrown away. Make sure that your local instructions for disposition of these materials are clear in that regard.

STCs may destroy the used scratch paper at the school level, or you may collect it and destroy it yourself.

☑   Refer to Table 5, *DDOT Disposition of Test Materials*, to review your division's disposition of all testing materials.

Table 5. DDOT Disposition of Test Materials

	Item(s)	Required signatures	Disposition
Scorable test materials	• Completed answer documents/*Header Sheets*	None	Packed in **new** cartons with **blue** labels and shipped by FedEx or K&K (overnight) to Iowa City, IA
Non-scorable, secure test materials	• Test booklets/writing prompts • Braille and Large-Print test booklets/prompts and Examiners' copies • Audiotapes • Braille, large-print test booklets/prompts and audiotapes	None	Packed and shipped with **green** labels by FedEx or K&K (ground) to Iowa City, IA
	• Unused Pre-ID labels • Voided answer documents • Student's used scratch paper	None	Destroyed according to local procedures
	• *Test Irregularity Form(s)* (if needed)	STC/DDOT	Submitted to DDOT within 24 hours of occurrence; faxed to DOE If necessary
Required Forms	• *School Packing List/Transmittal Forms* (with *Assembly ID Sheets* attached)	Examiners/STC	Retained in DDOT's file according to the local Records Retention and Disposition Schedule
	• *School Division Personnel Test Security Agreements (Including Examiners/Proctors)*	Examiners/Proctors	
	• *Division Overage Packing List* • *Division Receipt Verification Form*	DDOT	
	• *School Affidavit*	STC/Building Principal	
	• *School Division Affidavit*	DDOT/Division Superintendent	Faxed to the Virginia Department of Education
Non-scorable, non-secure test materials	• Unused answer documents • Unused *Header Sheets* • *Examiner's Manuals* • *Test Implementation Manuals*	N/A	Disposal of per local instructions

THANK YOU

We appreciate your time and effort in participating in
the Summer 2007 SOL English: Writing Assessment.

Appendix A

Test Security

Test Security School Forms

Test Security Division Forms

**VIRGINIA DEPARTMENT OF EDUCATION
STANDARDS OF LEARNING ASSESSMENT PROGRAM
SUMMER 2007**

TEST SECURITY GUIDELINES

Listed below are guidelines to assist those persons involved in the administration of the Virginia Standards of Learning (SOL) Assessments (paper and online) in determining what actions may compromise test security.

1. Students must never be exposed to unreleased test items or to the answers to unreleased test items before or following test administration. **Using unreleased test items in any form (including rewording of such test items) is STRICTLY PROHIBITED.** If in doubt whether test items have been released, contact the Division Director of Testing for verification.

2. All persons are prohibited from providing students with the answer to any unreleased test item and from making any suggestion as to how to respond to a test item at any time, whether before, during, or after a test administration. This prohibition includes provision of clues, hints, and/or actual answers in any written, printed, verbal, and/or non-verbal form (including chalkboards, charts, and bulletin boards).

3. Examiners should receive test booklets/writing prompts only on the day of testing. Examiners are not to open sealed packages of writing prompts more than 30 minutes before the test session for the direct-writing component of the writing test.

4. Examiners are not to improperly review test items or test booklets before, during, or after test administration. Examiners administering the paper multiple-choice SOL tests are not to look ahead in the test booklets.

5. Copying/printing/photographing **ALL OR ANY PART** of an SOL assessment or taking notes about the items included on an SOL assessment is **STRICTLY PROHIBITED**. As stated in the copyrights by the Commonwealth of Virginia Department of Education, testing materials may not be reproduced or used in any form or by any means, electronic or mechanical, including photocopying or recording or by any information storage or retrieval systems.

6. All persons are prohibited from logging into TestNav™ (the Web-based application) posing as a student, current or fabricated, to view any SOL assessments. Only a student whose name appears on a Student Authorization Ticket is permitted to log in and take an online assessment (not applicable for *Writing* tests).

7. The tests must be administered strictly in accordance with the instructions outlined in the SOL assessment manuals. This includes following proper procedures for using test manipulatives. Directions that are to be read to the students must be read exactly as written.

8. No test item that will be scored to obtain students' test results may be used as a sample or practice item for learning how to select responses. Sample items are included in the SOL assessments to familiarize students with the format of the items and the procedures for selecting their answers.

9. All persons are prohibited from attempting to formally or informally score SOL assessments.

10. All Examiners, Proctors, or Interpreters using a Proctor Authorization Ticket to administer an online Read-Aloud assessment to students requiring this accommodation are prohibited from answering test questions in the Web-based assessment before, during, or after the administration of the test (not applicable for W*riting* tests).

11. All persons are prohibited from changing students' answers to test items whether by providing hints or clues during a test administration, correcting wrong answers during a test administration, or by erasing or correcting answers or responses recorded/selected by the student.

12. All known violations of test security procedures shall be reported by phone, fax, or in writing. Call (804) 225-2102 to report violations by phone. Fax violation reports to (804) 371-8978. Written reports must be signed by the person making the report and addressed to the Division of Assessment and Reporting, Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120. The Virginia Department of Education will request an investigation of any test improprieties and implementation of an action plan as necessary. All corrective action plans must be submitted to the Division of Assessment and Reporting.

Please read legislation passed by the Virginia General Assembly (§22.1–19.1 Actions for violations of test security procedures and §22.1–292.1 Violation of test security procedures: revocation of license) regarding the repercussions of violating test security.

Revised March 2006

Please read legislation passed by the Virginia General Assembly (§22.1–19.1 Actions for violations of test security procedures and §22.1–292.1 Violation of test security procedures: revocation of license) regarding the repercussions of violating test security.

§22.1–19.1. Action for violations of test security procedures.

    A. The Office of the Attorney General, on behalf of the Board of Education, may bring a cause of action in the circuit court having jurisdiction where the person resides or where the act occurred for injunctive relief, civil penalty, or both, against any person who knowingly and willfully commits any of the following acts related to secure mandatory tests required by the Board to be administered to students:

        1. Permitting unauthorized access to secure test questions prior to testing;

        2. Copying or reproducing all or any portion of any secure test booklet/writing prompt;

        3. Divulging the contents of any portion of a secure test;

        4. Altering test materials or examinees' responses in any way;

        5. Creating or making available answer keys to secure tests;

        6. Making a false certification on the test security form established by the Department of Education; or

        7. Participating in, directing, aiding or abetting, or assisting in any of the acts prohibited in this section.

    For the purpose of this subsection, "secure" means an item, question, or test that has not been made publicly available by the Department of Education.

    B. Nothing in this section may be construed to prohibit or restrict the reasonable and necessary actions of the Board of Education, Superintendent of Public Instruction or the Department of Education or their agents or employees engaged in test development or selection, test form construction, standard setting, test scoring, reporting test scores, or any other related activities which, in the judgment of the Superintendent of Public Instruction or Board of Education, are necessary and appropriate.

    C. Any person who violates any provisions of this section may be assessed a civil penalty not to exceed $1,000 for each violation; however, any person whose administrative or teaching license has been suspended or revoked pursuant to §22.1–292.1 shall not be assessed a civil penalty for the same violation under this section.

All civil penalties paid to the Commonwealth pursuant to this section shall be deposited into the Literary Fund. (2000, cc. 634, 659; 2004, cc. 939, 955.)

This page may be photocopied.

Appendix A, continued

Please read legislation passed by the Virginia General Assembly (§22.1–19.1 Actions for violations of test security procedures and §22.1–292.1 Violation of test security procedures: revocation of license) regarding the repercussions of violating test security.

§22.1–292.1. Violation of test security procedures: revocation of license.

A. The Board of Education may suspend or revoke the administrative or teaching license it has issued to any person who commits any of the following acts knowingly and willfully with the intent to compromise secure mandatory tests administered to students as required by this title or by the Board of Education:

1. Giving unauthorized access to secure test questions;

2. Copying or reproducing all or any portion of any secure test booklet/writing prompt;

3. Divulging the contents of any portion of a secure test;

4. Coaching or assisting examinees during testing or altering examinees' responses in any way;

5. Making available any answer keys;

6. Failing to follow test security procedures established by the Department of Education;

7. Providing a false certification on any test security form required by the Department of Education;

8. Retaining a copy of secure test questions; and

9. Participating in, directing, aiding, assisting in, or encouraging any of the acts prohibited by this section.

For the purposes of this section, "secure test" means an item, question, or test that has not been made publicly available by the Department of Education.

Nothing in this section shall be construed to prohibit educational personnel from providing input to administrators or other authorized personnel, including school board members and members of the General Assembly, except when done in a manner that violates test integrity or security regarding the accuracy, clarity, or propriety of test items or test administration procedures.

B. Nothing in this section shall be construed to prohibit or restrict the reasonable and necessary actions of the Board of Education, the Superintendent of Public Instruction, or the Department of Education in test development or selection, test form construction, standard setting, test scoring and reporting, or any other related activities which, in the judgment of the Superintendent of Public Instruction or the Board of Education, are necessary and appropriate.

C. Any suspension or revocation imposed for the acts enumerated in this section shall be rendered pursuant to Board regulations promulgated pursuant to the Administrative Process Act (§ 9–6.14:1 et seq. and §22.1–298), governing the licensure of teachers.

This page may be photocopied.

STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2007 ENGLISH: WRITING TEST

SCHOOL DIVISION PERSONNEL TEST SECURITY AGREEMENT
(INCLUDING EXAMINERS/PROCTORS)

I acknowledge that I will have access to the Standards of Learning (SOL) Assessments for the purpose of administering an SOL test. I also acknowledge that I have read, understand, and agree to adhere to the *Test Security Guidelines* for the SOL test. I understand that these materials are highly secure, and it is my professional responsibility to protect their security as follows:

1. I will not divulge the contents of the test to anyone.
2. I will not improperly review test items or test booklets/writing prompts, copy or take notes about any part of the test.
3. I will not allow access to the test materials to any student or to any other person not so authorized by the School Test Coordinator.
4. I will not alter students' responses in any way.
5. I will not provide answers to test items or any other improper assistance to students.
6. If serving as an Examiner for online Read-Aloud test sessions, I will not answer test questions in the Web-based assessment before, during, or after the administration of the test.
7. I understand my Login ID and password for the Virginia SOL Web-based Assessments Program are secure and must remain confidential.
8. I have read the legislation passed by the Virginia General Assembly (§22.1–19.1 Action for violations of test security procedures and §22.1–292.1 Violation of test security procedures: revocation of license).
9. I understand that if test security procedures and guidelines are not followed, my license may be suspended or revoked or I may be assessed a civil penalty for each violation.

Interpreters and all individuals involved in transcriptions of student responses must also read and sign the Test Security Agreement.

Please be sure to sign and return the *Test Security Agreement* (from the computer OR manual) to the appropriate test administrator before administering any SOL tests.

Signed: _____

Print Name: _____

Position: _____

School: _____

Division: _____

Date: _____

This page may be photocopied.

STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2007 ENGLISH: WRITING TEST

SCHOOL AFFIDAVIT

DIVISION NAME: _____

SCHOOL NAME: _____

The school affidavit must be signed and dated by the STC and the building principal. Return to the Division Director of Testing (DDOT) who must keep the signed school affidavits on file.

SCHOOL AFFIDAVIT

I certify that, to my knowledge, no one in the school building has improperly reviewed, copied, reproduced, altered the students' responses, or had unauthorized access to the SOL Assessments test items, test booklets/writing prompts. All SOL test booklets, writing prompts, and scorable answer documents, and all other secure test materials have been returned to the DDOT as directed in the *Test Implementation Manual*.

STC's Name (printed or typed):	STC's Signature:	Date:
Building Principal's Name (printed or typed):	Building Principal's Signature:	Date:

The STC may keep a copy of the completed form for the school files.

This page may be photocopied.

STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2007 ENGLISH: WRITING TEST

SCHOOL DIVISION TEST SECURITY AGREEMENT

FAX THIS TEST SECURITY AGREEMENT NO LATER THAN JULY13, 2007:

TO: PEARSON EDUCATIONAL MEASUREMENT
VIRGINIA ASSESSMENT PROGRAM
FAX 1-319-358-4298

The Virginia school division _____ acknowledges that the Summer 2007

<div align="center">(School Division Name)</div>

SOL Assessments are secure tests and agrees to the following conditions of use to ensure the test's security:

1. a. The school division will take all necessary precautions to safeguard all test materials by limiting access to persons within the school division with a responsible, professional interest in the test's security.
    b. All persons having access to the SOL TESTING materials (other than students to whom the test is administered) will read the legislation passed by the Virginia General Assembly (§22.1–19.1 Actions for violations of test security procedures and §22.1–292.1 Violation of test security procedures: revocation of license), will read the security guidelines, complete and sign the appropriate security agreements, affidavits, and transmittal forms as instructed in the *Test Implementation Manual, Examiner's Manual,* and will observe all other security-related procedures established and required by the Virginia Department of Education. Copies of all completed testing forms, security agreements, and affidavits will be kept on file in the school division office.
2. a. The school division will keep the test materials in locked storage, except on actual testing date(s), limiting access to those responsible for their security and to students taking the test.
    b. Secure student test booklets and writing prompts will be delivered to schools no earlier than 96 hours (four days) prior to testing. School Test Coordinators will deliver the booklets to Examiners no sooner than the date of testing. Examiners will not open sealed packages of writing prompts more than 30 minutes before the test session for the direct-writing component of the writing test.
    c. Test materials will be kept secure until they are actually distributed to students.
    d. In no case will students be permitted to remove test materials from the room where testing takes place.
3. The school division will not disclose or allow to be disclosed the contents of the test instrument.
4. The school division will take all necessary precautions to ensure that students' responses are not altered in any way.
5. Upon completion of testing, the school division will ensure that all test materials are returned by school personnel to the designated Division Director of Testing.

By signing my name to this document, I am assuring the Virginia Department of Education and Pearson Educational Measurement that I, and anyone having access to the SOL test materials will abide by the above conditions.

BY: _____   **BY:** _____

TITLE: Division Director of Testing   **TITLE: Division Superintendent**

DATE: _____   **DATE:** _____

This page may be photocopied.

STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2007 ENGLISH: WRITING TEST

SCHOOL DIVISION AFFIDAVIT

FAX THIS AFFIDAVIT NO LATER THAN AUGUST 10, 2007:

TO: VIRGINIA DEPARTMENT OF EDUCATION
DIVISION OF ASSESSMENT AND REPORTING
FAX 1-804-371-8978

SCHOOL DIVISION NAME:

The School Division Affidavit must be signed and dated by the Division Director of Testing (DDOT) and the school division superintendent.

SCHOOL DIVISION AFFIDAVIT

I certify that, to my knowledge, no one in the school division has improperly reviewed, copied, reproduced, altered the students' response, or had unauthorized access to the SOL Assessments test items, test booklets or writing prompts. All SOL test booklets, writing prompts, and scorable answer documents have been returned to the division office as directed in the *Test Implementation Manual*.

DDOT Name (printed or typed):	DDOT's Signature:	Date:
Division Superintendent Name (printed or typed):	Division Superintendent's Signature:	Date:

This page may be photocopied.

Appendix B

Division Forms

School Forms

VIRGINIA
STANDARDS OF LEARNING

SUMMER ENGLISH: WRITING SECURE TEST MATERIALS

DIVISION OVERAGE PACKING LIST

Deliver To: 1231234
JUDSON DIVISION

Deliver To: 1231234
JUDSON DIVISION
WING HIGH SCHOOL
123 MAIN STREET
ANY CITY, VA 12345-1234
JANE DOE
Phone: (555) 555-5555
Fax: (444) 444-4444

LEGEND

ALT:	Alternate	NON-SEC:	Non-Secure
ANS:	Answer	SEC:	Secure
BR:	Braille	TB:	Test Booklet
CASS:	Cassette	WR:	Writing
FM:	Form	(5):	Pack of 5
GR:	Grade	(10):	Pack of 10
LP:	Large Print	(25):	Pack of 25

Item	Item Description	Package Details	Total Qty Packed	Qty Back Ordered	Packed in Box Number
VA00000180	SEC WR MATERIALS DDOT MEMO, SUM 07	Single	1	0	1
VA00000181	SEC WR RETURN MATERIALS KIT	1 pack of 1	1	0	1
-VA00000182	-SEC WR RTN INSTRUCTIONS, SUM 07	Each	1	0	
-VA00000024	-RETURN FREIGHT MATERIALS	Set	1	0	
-VA00000183	-SEC MATERIALS RETURN LABELS	Set	1	0	
VA00000152	EOC WR TB (W5037) (10) 006921661 – 00621670	1 pack of 10	10	0	2

For Internal Use Only: 31-JUL-07 14:30
Pick Batch: 496815   Delivery: 5674775   Order/Line: 1234819/1   Sequence: 00001   Page 1 of 2

SAMPLE *DIVISON OVERAGE PACKING LIST* (PAGE 2/2)

VIRGINIA
STANDARDS OF LEARNING

SUMMER ENGLISH: WRITING SECURE TEST MATERIALS

DIVISION OVERAGE PACKING LIST

Verification of Shipment

As indicated on the packing list, all copies of the SOL testing materials were received in this shipment. _____(Yes/No)

If "No," please indicated missing materials or discrepancies,
_____
_____
_____
_____

Signature:_____ Date:_____

SAMPLE *DIVISION RECEIPT VERIFICATION FORM*

VIRGINIA
STANDARDS OF LEARNING

SUMMER WRITING SECURE TEST MATERIALS

DIVISION RECEIPT VERIFICATION FORM

Deliver To: 1231234
            JUDSON DIVISION

Deliver To: 1231234
            JUDSON DIVISION
            WING HIGH SCHOOL
            123 MAIN STREET
            ANY CITY, VA 12345-1234
            JANE DOE
            Phone: (555) 555-5555
            Fax: (444) 444-4444

School Number	Deliver To	Form	Security Number From	Security Number To	Number Sent	Qty Received
1104	MANCHESTER LOCAL SCH	GR EOC WR AUDIO TB	6990531	6990531	1	
1104	MANCHESTER LOCAL SCH	SEC EXAMINERS EOC WR TB	6990561	6990561	1	

For Internal Use Only: 31-JUL-07 14:30
Pick Batch: 496815   Delivery: 5674775   Order/Line: 1234819/1 Sequence: 00001 Page 1 of 2

Appendix B, continued

SAMPLE TEST BOOKLET PACKAGE
ASSEMBLY ID SHEET

Form Number

Name of Test

Level

Quantity

Range of Security Numbers in Packet

VIRGINIA STANDARDS OF LEARNING

SUMMER WRITING SECURE

TEST MATERIALS

Assembly ID Sheet

EOC WR TB FM W0117 (10)

VA00000161 006921821

AFTER OPENING <u>THIS PACKAGE</u> BUT BEFORE DISTRIBUTING ITS CONTENTS TO STUDENTS:

1. Count the number of test materials contained in this package.
2. Check the one that is applicable and explain any discrepancy.

___ There were <u>10</u> test materials in this package.

___ There were <u>NOT 10</u> test materials in this package.
    Discrepancy:_____
             _____
             _____
             _____

3. Signature _____ Date _____
4. Return this Assembly ID sheet to the STC along with all enclosed test
   materials immediately after the testing session has concluded.

Assembly Number: VA00000161

Assembly Name: EOC WR TB FM W0117 (10)

Beginning Serial Range: 006921 **821**

Ending Serial Range: 006921 **830**

Quantity: 10

For Internal Use Only.

   Pg   1   Pkt **33**

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Appendix B, continued

SAMPLE *ENGLISH: WRITING* PROMPT PACKAGE
ASSEMBLY ID SHEET

**Prompt
Number**

**Name
of Test**

Level

Quantity

VIRGINIA STANDARDS OF LEARNING

SUMMER WRITING SECURE

TEST MATERIALS

Assembly ID Sheet

EOC WR PROMPT 228 (10)

VA00000147

AFTER OPENING <u>THIS PACKAGE</u> BUT BEFORE DISTRIBUTING ITS CONTENTS TO STUDENTS:

1. Count the number of test materials contained in this package.
2. Check the one that is applicable and explain any discrepancy.

___ There were <u>10</u> test materials in this package.

___ There were <u>NOT 10</u> test materials in this package.
    Discrepancy:_____
          _____
          _____
          _____

3. Signature _____ Date _____
4. Return this Assembly ID sheet to the STC along with all enclosed test
   materials immediately after the testing session has concluded.

Quantity: 10

For Internal Use Only.

    Pg   3

Appendix B, continued

SAMPLE *SCHOOL PACKING LIST/TRANSMITTAL FORM* (PAGE 1/2)

VIRGINIA
STANDARDS OF LEARNING

SUMMER ENGLISH: WRITING SECURE TEST MATERIALS

SCHOOL PACKING LIST/TRANSMITTAL FORM

Deliver To: 1231234
             WING HIGH SCHOOL

Deliver To: 1231234
             JUDSON DIVISION
             WING HIGH SCHOOL
             123 MAIN STREET
             ANY CITY, VA 12345-1234
             JANE DOE
             Phone: (555) 555-5555
             Fax: (444) 444-4444

LEGEND

ALT: Alternate   NON-SEC: Non-Secure
ANS: Answer   SEC: Secure
BR: Braille   TB: Test Booklet
CASS: Cassette   WR: Writing
FM: Form   (5):   Pack of 5
GR: Grade   (10):   Pack of 10
LP: Large Print   (25):   Pack of 25

Item	Item Description	Package Details	Total Qty Packed	Qty Back Ordered	Packed in Box Number
VA00000083	EOC WR TB (W5037) (10) **006921661 – 00621670**	16 packs of 10	160	0	3
VA00000086	EOC WR TB (W0117) (10) **006921661 – 00621670**	11 packs of 10	110	0	3
VA00000078	EOC WR TB (W6517) (10) **006921661 – 00621670**	12 packs of 10	120	0	3

For Internal Use Only: 31-JUL-07 14:30
Pick Batch: 496815   Delivery: 5674775   Order/Line: 1234819/1   Sequence: 00001   Page 1 of 2

Appendix B, continued

SAMPLE *SCHOOL PACKING LIST/TRANSMITTAL FORM* (PAGE 2/2)

VIRGINIA
STANDARDS OF LEARNING

SUMMER ENGLISH: WRITING SECURE TEST MATERIALS

SCHOOL PACKING LIST/TRANSMITTAL FORM

Verification of Shipment

As indicated on the packing list, all copies of the SOL testing materials were received in this shipment. _____(Yes/No)

If "No," please indicated missing materials or discrepancies,

_____
_____
_____
_____

Signature:_____ Date:_____

| For Internal Use Only: | | | 31-JUL-07 14:30 |
| Pick Batch: 496815 | Delivery: 5674775 | Order/Line: 1234819/1 | Sequence: 00001   Page 1 of 2 |

Appendix C

Sample Demographic Pages

SAMPLE DEMOGRAPHIC PAGE OF AN END-OF-COURSE STUDENT ANSWER DOCUMENT

(PAGE 1/2)

SOL
Virginia Standards of Learning Program

2006 – 2007
Answer Document

ENGLISH: WRITING
End-of-Course Test

Section 1

If this answer document is submitted WITH a Pre-ID label, any data in fields B through E will not be read by the scanner. Changes to student information must be made online within PEM Solutions.

If this answer document is submitted WITHOUT a Pre-ID label, fields B through E must be completed. Changes to student information after this document is submitted must be completed online within PEM Solutions.

Please see Section 2 for additional fields.

A STUDENT NAME

TEACHER

SCHOOL

SCHOOL DIVISION

GENDER   GRADE   DATE OF BIRTH   TEST DATE

B LAST NAME   FIRST NAME

C DATE OF BIRTH
MONTH   DAY   YEAR

Jan   19
Feb   20
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec

D GENDER
Female   Male

E STATE TESTING IDENTIFIER

JOHNSON,   KYLE
123-4567   ANY HIGH SCHOOL
DOB: 01/01/1989   GRADE: 11
ST: 098765H321
1234567891   ETH: W   DIS: XX   LS: X   LP: X
GENDER: M   WRITING
SUMMER 2007

PLEASE DO NOT WRITE IN THIS AREA

SERIAL #

Mark Reflex® by NCS Pearson IM-173265-001:654321   Printed in U.S.A.   ISD6140

**SAMPLE DEMOGRAPHIC PAGE OF AN END-OF-COURSE STUDENT ANSWER DOCUMENT
(PAGE 2/2)**

STUDENT NAME		2006 – 2007
Last Name	First Name	**ENGLISH: WRITING**
		End-of-Course Test

Section 2: Fields F and G must be completed. Fields H and I should be completed as needed.

F MC FORM

W

G PROMPT NUMBER

H TESTING STATUS
Select Only One

I SPECIAL TEST ACCOMMODATIONS

End-of-Course ENGLISH: WRITING

SAMPLES

A Ⓐ Ⓑ Ⓒ Ⓓ
B Ⓕ Ⓖ Ⓗ Ⓙ
C Ⓐ Ⓑ Ⓒ Ⓓ
D Ⓕ Ⓖ Ⓗ Ⓙ

1 Ⓐ Ⓑ Ⓒ Ⓓ
2 Ⓕ Ⓖ Ⓗ Ⓙ
3 Ⓐ Ⓑ Ⓒ Ⓓ
4 Ⓕ Ⓖ Ⓗ Ⓙ
5 Ⓐ Ⓑ Ⓒ Ⓓ

6 Ⓕ Ⓖ Ⓗ Ⓙ
7 Ⓐ Ⓑ Ⓒ Ⓓ
8 Ⓕ Ⓖ Ⓗ Ⓙ
9 Ⓐ Ⓑ Ⓒ Ⓓ
10 Ⓕ Ⓖ Ⓗ Ⓙ

11 Ⓐ Ⓑ Ⓒ Ⓓ
12 Ⓕ Ⓖ Ⓗ Ⓙ
13 Ⓐ Ⓑ Ⓒ Ⓓ
14 Ⓕ Ⓖ Ⓗ Ⓙ
15 Ⓐ Ⓑ Ⓒ Ⓓ

16 Ⓕ Ⓖ Ⓗ Ⓙ
17 Ⓐ Ⓑ Ⓒ Ⓓ
18 Ⓕ Ⓖ Ⓗ Ⓙ
19 Ⓐ Ⓑ Ⓒ Ⓓ
20 Ⓕ Ⓖ Ⓗ Ⓙ

21 Ⓐ Ⓑ Ⓒ Ⓓ
22 Ⓕ Ⓖ Ⓗ Ⓙ
23 Ⓐ Ⓑ Ⓒ Ⓓ
24 Ⓕ Ⓖ Ⓗ Ⓙ
25 Ⓐ Ⓑ Ⓒ Ⓓ

26 Ⓕ Ⓖ Ⓗ Ⓙ
27 Ⓐ Ⓑ Ⓒ Ⓓ
28 Ⓕ Ⓖ Ⓗ Ⓙ
29 Ⓐ Ⓑ Ⓒ Ⓓ
30 Ⓕ Ⓖ Ⓗ Ⓙ

31 Ⓐ Ⓑ Ⓒ Ⓓ
32 Ⓕ Ⓖ Ⓗ Ⓙ
33 Ⓐ Ⓑ Ⓒ Ⓓ
34 Ⓕ Ⓖ Ⓗ Ⓙ
35 Ⓐ Ⓑ Ⓒ Ⓓ

36 Ⓕ Ⓖ Ⓗ Ⓙ
37 Ⓐ Ⓑ Ⓒ Ⓓ
38 Ⓕ Ⓖ Ⓗ Ⓙ
39 Ⓐ Ⓑ Ⓒ Ⓓ
40 Ⓕ Ⓖ Ⓗ Ⓙ

41 Ⓐ Ⓑ Ⓒ Ⓓ
42 Ⓕ Ⓖ Ⓗ Ⓙ
43 Ⓐ Ⓑ Ⓒ Ⓓ
44 Ⓕ Ⓖ Ⓗ Ⓙ

PLEASE DO NOT WRITE IN THIS AREA

SERIAL #

Appendix D

Special Test Accommodations Codes

Special Test Accommodations Codes
EOC *English: Writing* Test

A student with an identified disability or identified as Limited English Proficient who has passed an SOL assessment utilizing any accommodation has passed for all purposes.

Limited English Proficient (LEP)	Students with Disabilities (SWD)	Available for Online Testing	Answer document circle number	
•	•		1	Flexible schedule (includes breaks during test and multiple test sessions)
•	•		2	group size
•	•		3	environmental modifications (e.g. special lighting, noise buffers, use of study carrel)
•	•		4	visual aids (e.g., magnifying glass, templates to show only one item at a time)
L	•		5	amplification equipment (e.g., hearing aid or auditory trainer)
L	•		6	large-print test
•	•		7	assistance with directions (i.e., simplifying or clarifying directions)
L	•		8	increased size of answer circles (e.g., enlarged copy of answer document)
L	•		9	Braille test / Braille answer document
•	•	Writing tests are not available online.	10	Reading in English of test items (except for *Reading*). If Plan calls for reading the *Reading* test aloud, see #14.
•	•		11	audiotape version of test items (except for *Reading*). If Plan calls for using audiotape version of the *Reading*, see #15.
L	•		12	Interpreting (e.g., signing, transliteration) test items (except for *Reading*). If Plan calls for interpreting the *Reading*, see #16.
L	•		13	communication board / pictorial presentation
■	■		14	Reading test items in English on the *Reading* test
■	■		15	using audiotape version of the *Reading* test
■	■		16	Interpreting (e.g., signing, transliteration) test items on the *Reading* test
•	S		17	bilingual dictionary
•	•		18	mark in test booklet or student responds verbally
■	■		19	math aids (e.g., abacus, manipulatives)
L	•		20	large-diameter pencil, special pencil, pencil grip
L	•		21	Respond by word processor, typewriter, Brailler
L	•		22	augmentative communication device
L	•		23	Spelling aids: spelling checker, spelling dictionary
L	•		24	tape recorder (pre-writing only)
•	•		25	dictation in English to a scribe (direct-writing sample only)
■	■		26	use of calculator or arithmetic tables (grades 3, 4, 5, 6, and 7 math computation on the section of the test that does not allow a calculator)
•	•		27	Other (must obtain prior approval from VDOE)
■	■		A	**NOT AVAILABLE. DO NOT COMPLETE**
•	•		B	Other (must obtain prior approval from VDOE)

■   Black squares in either column indicate accommodations that are <u>not available for these tests</u>. DO NOT COMPLETE.

S   Unless also identified as LEP, these accommodations are <u>not available for students with disabilities</u>. DO NOT COMPLETE.

L   Unless also identified as SWD, these accommodations are <u>not available for LEP students</u>. DO NOT COMPLETE.

•   These accommodations are available as needed.

Appendix E

Test Irregularity Form

STANDARDS OF LEARNING (SOL) ASSESSMENTS 2006-2007

TEST IRREGULARITY FORM

The Test Irregularity Web Application System (TIWAS) will be implemented during the Summer 2007 SOL English: Writing Test Administration. As directed by the STC, follow procedures for documenting and submitting test irregularities using the TIWAS. The STC may direct Examiners to use this form or parts of the form to document the test irregularity incident.

Division Name:_____ Irregularity Number:_____

Test Administration:_____Year:____ Created Date:_____By:_____

❑ Regular ❑ Term Grad ❑ Exp Retake Student Grade:_____

School Name:_____ Test Type: ❑ Regular ❑ Regular Audio

No. of Students:_____ ❑ Large Print ❑ Braille

Test Session Name:_____ Test Mode: ❑ Paper ❑ Online

Test Level/Content Area/Subject	Form No. with Irregularity	Prompt No.	Assigned by TIWAS	
			Alternate Form No.	Prompt No.
FOR EXAMPLE: ❑ **8 Mathematics**	**M3026**			
❑ *Reading* (Literacy)_____				
❑ *Mathematics* (Numeracy) _____				
❑ *English: Writing*_____				
❑ *English: Reading*_____				
❑ *Math*_____				
❑ *Science*_____				
❑ *History*_____				

(Left margin labels: Gr. 8 / End-of-Course Gr.)

Student Names and STIs (attach list of additional names and STIs):

1._____ 2._____

Description of Irregularity (PLEASE PRINT):

Submitted to DDOT: ❑YES ❑NO   **Submitted to VDOE:** ❑YES ❑NO

SIGNATURE: _____ **DATE:** _____

This page may be photocopied.

Appendix F

Header Sheet

SAMPLE *HEADER SHEET*

NOTE: The *Header Sheet* may be used for any bundle of answer documents and MUST be completed prior to submission.

ONLY the name and phone number of the STC or DDOT should be provided as the "Header Verification Contact."

Appendix G

Shipment Transmittal Forms

VIRGINIA
STANDARDS OF LEARNING

SUMMER ENGLISH: WRITING SECURE TEST MATERIALS

DIVISION RETURN VERIFICATION FORM

Deliver To: 1231234
JUDSON DIVISION
WING HIGH SCHOOL
123 MAIN STREET
ANY CITY, VA 12345-1234
JANE DOE
Phone: (555) 555-5555
Fax: (444) 444-4444

Ship To: 1231234
JUDSON DIVISION
WING HIGH SCHOOL
123 MAIN STREET
ANY CITY, VA 12345-1234
JANE DOE
Phone: (555) 555-5555
Fax: (444) 444-4444

School Number	Deliver To	Form	Security Number From	Security Number To	Number Sent	Qty Returned	Missing Test Materials
1104	MANCHESTER LOCAL SCH	EOC WR AUDIO TB	6990531	6990531	1		
1104	MANCHESTER LOCAL SCH	SEC EXAMINERS EOC WR TB	6990561	6990561	1		
1104	MANCHESTER LOCAL SCH	EOC WR LP TB	6993681	6993686	6		
1104	MANCHESTER LOCAL SCH	SEC EXAMINERS EOC WR BR TB	6994401	6994408	8		

For Internal Use Only: 31-JUL-07 14:30
Pick Batch: 496815   Delivery: 5674775   Order/Line: 1234819/1 Sequence: 00001   Page 1 of 2

STANDARDS OF LEARNING (SOL) ASSESSMENTS
SUMMER 2007 *ENGLISH: WRITING* TEST

DIVISION SHIPMENT TRANSMITTAL FORM FOR
FEDEX TRACKING NUMBER LABELS

Box Number	FedEx Tracking Number (Apply Label Here)	Box Number	FedEx Tracking Number (Apply Label Here)

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